



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 1st APRIL 2026 at 7pm**

PRESENT:

Kay Montandon (Chair)
Kevin Cunnane
Jon Minns

David Anderson
Mary Evans
Patrick Prekopp

Trevor Bennett
Michael Goodwin

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk), Gavin Watson (Maintenance Manager), Sue Catchpole (Broadland District Council) and four members of the public.

1. To Receive Apologies for Absence

Apologies were received from Cheryl Bould, Tim Briscoe, Gordon Clarke, Catherine Fletcher and Mitchell Philpott.

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

None raised.

3. To Agree the Minutes of the Meetings held on:

a) 4th March 2026

It was **agreed** to accept the Minutes of the Town Council Meeting held on 4th March 2026. The Minutes were signed as a true and accurate record by the Chairman.

b) 24th March 2026

It was **agreed** to accept the Minutes of the Town Council Meeting held on 24th March 2026. The Minutes were signed as a true and accurate record by the Chairman.

4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

In relation to item 9b (minutes of 4th March 2026), Trevor Bennett noted that many people also walk into the town centre.

In relation to item 12 (minutes of 4th March 2026), Mary Evans reported that the Cressey Henry Page Trust had met on 23rd March and had agreed to continue the Trust to provide support to local people in times of need. The Trust holds approximately £20,000, with little paid out in recent years.

At the meeting it was agreed that the land at Drabblegate would not be sold. It was further agreed that £10,000 should be donated to ACT in support of their services. The group now needs a programme of publicity and fundraising.

In relation to the minutes of 24th March, the Clerk reported that the change of contractor would likely give rise to a TUPE condition.

5. To Receive Reports from County and District Councillors, and the Police

Sue Catchpole reported that the government had agreed on a 3 model unitary authority for Norfolk, with Aylsham forming part of 'East Norfolk'. The target is still May 2027 for elections for the unitary authority, with 2028 being the target date for the closure of the old councils. It is business as usual at Broadland District Council.

The Broadland Community Awards are now open for nomination, with encouragement made to encourage nomination of people and groups from the Aylsham area.

Patrick Prekopp noted the number of crimes in the Aylsham area.

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

A member of the public raised concerns about the recent market place survey in which the previous council minutes suggested that market place greening was the most popular option. This was contrary to the survey completed by the businesses which identified that many people drive into town for shopping, therefore car park spaces should not be taken away.

Kay Montandon assured the public that there was no agenda to the consultation and that there would be no decisions made without further consultation with the public.

The Clerk will forward the full survey responses to two members of the public.

Sue Catchpole suggested discussing further at the Annual Town meeting.

7. To Consider how Aylsham can become a Mental Health Aware Town

The Town Council has been approached by a resident requesting that Aylsham become a Mental Health aware town. Aylsham achieved 'Mindful Town' status in 2023 by having the required number of people completing the relevant training by Broadland District Council to become Wellbeing Champions. However, the momentum for this project amongst community members has slowed and Broadland District Council will be happy to re-run the training, either as a refresher for existing wellbeing champions or for new people to get involved.

It was **agreed** to ask Broadland District Council to run training on 11th May (12.30pm – 2.30pm) and 14th May (6pm-8pm) at the Town Hall.

8. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. The Clerk added that authorisation had been given to apply for permission to fell a diseased tree on the staithe where a PiCUS test had determined the tree was badly decayed on the inside. The Clerk will also resolve the clash of meetings on 15th April with the Chairman.

Patrick Prekopp queried the recent press report about the changes to market charges. The Clerk explained that whilst a minority of traders had chosen to express their disappointment via social media and the EDP, the majority of traders had accepted the increase and several had already signed up to long term agreements.

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

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

Updates were provided on the following potential capital and CIL projects and were **noted**:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Resurface/Revise MUGA Car Park	Road Safety at Burgh Road – Zebra Crossing
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	

Mary Evans checked the process for payment of the consultant for the Neighbourhood Plan. The Clerk confirmed that both consultants invoiced separately after each stage and also provided a timesheet for their work.

The report was **noted**.

10. Highways

a) To receive report on the Transport Hub and agree amendment to planning application.

It was reported that the planning application for the transport hub was validated on 24th February 2026. There have been no objections to date.

UK Power Networks has identified a problem with the Norwich Road site. They require a sub station to the north of the site to provide power to this area and the Care Home. The Clerk attended a meeting with the Town Council's consultant and Norfolk Homes, in which there was no real concern about a sub station being located on the Transport Hub site. The Town Council's consultant has updated the design to integrate the substation for submission to the planning department. This is located by the exit to the site and has resulted in no loss of parking spaces.

It was **agreed** to add the substation to the planning application. It should also be confirmed:

- i) What the status of the substation is? Will it be the responsibility of UKPN?
- ii) Whether the cabling from the substation could be installed by Norfolk Homes to power the hub, prior to the hub being built?

b) To receive report from Transport Group meeting and consider further actions.

Kay Montandon reported that a car parking survey of Burgh Road has been completed, with 80% of people parking there for the purpose of reaching their work in Aylsham. If local workers can be supported with parking, then this will free up town centre parking for shoppers.

The community speed watch will be starting up again this month. A member of the police will be risk assessing two further sites in Aylsham for speed monitoring.

c) To Consider Correspondence regarding speed reduction on the A140

Correspondence had been received from Norfolk County Council consulting with the Town Council on a proposed scheme to reduce the speed on the A140 to 50mph between the Norwich Road and Burgh Road roundabouts, and the addition of a toucan crossing. The Town Council **agreed** to object to the proposals as the project does not reflect the initial discussions with the council. The reduction in speed limit was due to be down to 40mph, not 50mph as specified. Whilst the toucan crossing is a positive part of the plan, this was due to be installed on a 40mph road. The council is fearful of the ability of drivers to slow from 50mph to safeguard users of the crossing. The speed reduction to 40mph was also designed to support the access and egress from Buxton road, where there is limited visibility for drivers. Also required is an additional pedestrian footpath by the crossing. There is a footpath on the western side from Bure Valley Lane, but no footpath of substance on the eastern side.

d) To receive update on Mileham Drive Car Park

This project relates to the clearance of scrub, setting down of grass matting and the installation of a height restriction car park barrier. This was due to be completed in March, but has now been extended into April.

11. Finance

a) To receive bank Reconciliation to 24th March 2026

The bank reconciliation was **noted**.

b) To receive year to date payments and receipts against budget

The budget document was **noted**.

c) To agree the detailed payments 25th February 2026 to 24th March 2026

The payments were **agreed**.

d) To agree the detailed receipts from 25th February 2026 to 24th March 2026

The receipts were **agreed**.

e) To note the schedule of reserves

The level of reserves were **noted**. The Clerk is to complete the year end adjustments on the reserves, as agreed in the budget meeting.

12. To Receive Report from Aylsham Recreation Ground Administration on Handover date

The recreation ground has advised that all booking enquiries and invoices can now be passed to them. Their accountant has been appointed and they have selected an electronic booking system.

13. To Consider Town Council attendance at the Family Learning Day

TACT Families has confirmed that the Town Council can have a stand at the Family Learning Day on Saturday 20th June at Aylsham High School. Staff will be onsite at 8.30am for setting up. Doors open to the public at 10am with a prompt 2pm finish.

It was **agreed** to go ahead with attending this event, with Kay Montandon and Mary Evans volunteering to attend.

14. Committee Reports

a) Aylsham Climate Emergency

i) To receive the minutes of the meeting of 2nd March 2026 and approve decisions made.

- The minutes of the meeting of 2nd March 2026 were *received*.
- ii) To Consider Proposition from ACE to Purchase a Pop up Gazebo for Events**
A project proposal had been put forward to purchase a gazebo for ACE to use at events. It was *agreed* to purchase this from the ACE budget at £198.96.
- b) Planning Committee**
- i) To note the Minutes of the committee meeting of 12th March 2026**
The minutes of the planning committee of 12th March 2026 had been circulated and were *noted*.
- c) Cittaslow Committee**
- i) To note the Minutes of the committee meeting on 17th March 2026**
The minutes of the Cittaslow Committee meeting of 17th March 2026 had been circulated and were *noted*.
Patrick Prekopp advised that a Cittaslow UK AGM needs to be arranged.
- d) Visit Aylsham**
- i) To receive the Minutes of the Visit Aylsham Working Group 11th March 2026**
The minutes of 11th March 2026 had been circulated and were *received*.
- ii) To receive Expression of Interest sent for UK Town of Culture application**
The application had be circulated to members. Kay Montandon advised that the BBC website had been updated to include Aylsham as an applicant.
- e) Churchyard Committee**
- i) To note the minutes of the committee meeting held on 16th March 2026**
The minutes of 16th March 2026 had been circulated and were *noted*. It was noted that the group had also met on 31st March and agreed a specification for the church wall repairs, of which to be used for tender purposes. There will be a fund raiser on 9th May in the Town Hall to raise funds for the memorial garden. Broadland District Council has provided money for the bench from the Ward Members' fund.
- f) Property Committee**
- ii) To note the minutes of the committee meeting held on 24th February 2026**
The minutes of 24th February 2026 had been circulated and were *noted*.
- g) Staffing Committee**
- i) To note the minutes of the committee meeting of the 19th March 2026**
The minutes of the Staffing committee meeting of 19th March 2026 had been circulated and were *noted*.
- h) Neighbourhood Planning**
- i) To receive the Minutes of the Neighbourhood Plan Working Group of 25th February and 25th March 2026 and Approve Decisions**
The minutes of the meeting of the working group on 2nd February 2026 were received. At this meeting volunteers were appointed to collate data about the following.
- Important views – all suggestions should be sent to Trevor Bennett
 - Local Green Space – Kate MacKenzie will be collating this information
 - Non-Designated Heritage Assets – Patrick Prekopp, Sue Catchpole and Jayne Andrew will be collating this information.
- Data will be presented at the next meeting on 23rd April. This meeting will also be used to start creating the Design Code.

15. To Note Items for Information or Future Agendas

Finalise details of the Annual Town meeting

16. Meetings

a) To confirm the date of the next ordinary meeting as Wednesday 6th May 2026 (Annual Meeting of the Town Council)

This was *agreed*.

b) To Agree the Date and Format for the Annual Town Meeting

It was *agreed* that this should be Tuesday 19th May. Councillors were asked to bring some food and drink to share with members of the public.

Discussion points could include Lidl (should the planning application be received), the Call for Sites (should the information be in the public domain) and a further market place consultation.

17. Closure of the Meeting to the Press and Public

It was *agreed* to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of item 18 due to the confidential nature of the business to be transacted.

The meeting was closed to the press and public

18. Staffing

a) To receive information regarding confidential staffing matters.

A report had been circulated to councillors. Further correspondence had also been circulated to councillors and it was *agreed* that no further engagement was necessary in relation to this correspondence.

b) To consider final decision on Staffing Structure, subject to consultation feedback

All consultation feedback received to date was considered. It was *agreed* to proceed with the staffing restructure, subject to any further consultation feedback being received prior to the deadline.

c) To Agree Job Description and Person Specification for the Comms Officer

Members considered the document circulated. It was agreed to contract the work out. The Clerk will obtain quotes and bring back to council.

The meeting was reopened to the press and public

The meeting closed at 8.55pm

_____ Signed _____ Date

Meeting of Aylsham Town Council

6th May 2026

Item 9 – IT Improvement Project

a) To receive update on project

All equipment for staff to use has been purchased. Equipment for networking has yet to be purchased and will be dependent on agreement for where the main server is housed.

The Town Council domain has been transferred from the Intouch server system, to a domain management system that can be managed in house by the Town Council.

The primary Microsoft 365 license has been purchased, from which all other accounts can be managed.

It is hoped that the system can be changed on Saturday 9th May, subject to Intouch agreement.

Presentation on requirements of councillors to be made by Mr Chris Tilley

b) To Consider Inclusion of Archives in IT Improvement Project

As part of the cleansing of the Town Council's IT infrastructure, the email address archives@aysham-tc.gov.uk was taken down, mistakenly of the belief that it was surplus to requirements. This is in fact a live email used by the archives team, and on further investigation, the archives system is set up on the Town Council's network.

The archives set up was originally outside of specification, so a decision needs to be made on whether to include this in the Town Council's IT Improvement project.

Investigations have taken place as to how the Archives were set up and where ultimate responsibility lies. It was determined that the Archives project began in 1960, by the Town Council:

At the Council meeting on 21st July 1960, Dr John Sapwell moved 'that the Aylsham parish archives shall be kept in the muniment room at the Town Hall and that the Clerk of Parish Council shall be the custodian thereof'.

Furthermore, the appointment of the Honorary Town Archivist lies with the Town Clerk (should this be added to the Scheme of Delegation)?

The existing laptop, printer and trolley were purchased by the Town Council in 2019/2020. Since then the Honorary Archivist has been purchasing consumables for this equipment.

The equipment is running outdated software which leads to a threat to the Town Council's network.

Further evidence of the Town Council formally overseeing the Archives set up is the policies that are displayed on the Town Council's website. These are:

[Archive Policy](#)

[Archive Collection Policy](#)

All evidence seen suggest that, whilst the Honorary Archivist and her team do the work of keeping the archives running for the benefit of the people of Aylsham, the overseeing body is that of Aylsham Town Council. As a result, it is important to keep the archives on the Town Council's IT network and seek to secure their technology to safeguard the Town Council's network.

Meeting of Aylsham Town Council

6th May 2026

Item 10 - To Reaffirm Trustees of the Following

a) Cressey Henry Page Trust

Current trustees: Mary Evans, Ellie Baker, Eileen Springall and Andrew Wilton

b) Queen Elizabeth II Jubilee Trust

Current Trustees: Mike Bush, Eileen Springall, Julie Boyd, Catherine Fletcher

Meeting of Aylsham Town Council

6th May 2026

Item 11 – Current Committee Members

- a) ACE Working Group (4 councillors). Currently Kay Montandon, Patrick Prekopp, Kevin Cunnane, Catherine Fletcher
- b) Christmas Lights Committee (3 councillors). Currently Cheryl Bould, Mitchell Philpott, Michael Goodwin
- c) Churchyard Committee (no fewer than 3 councillors). Current members Kay Montandon, David Anderson, Kevin Cunnane, Mary Evans, Jon Minns.
- d) Cittaslow Committee (no councillor numbers specified, only 1 to chair). Current members Patrick Prekopp, Mary Evans, David Anderson, Kevin Cunnane
- e) Events Committee (minimum of 3, maximum of 6). Currently David Anderson, Cheryl Bould, Kevin Cunnane, Patrick Prekopp.
- f) Neighbourhood Plan Working Group (minimum of 4 councillors). Currently Kay Montandon, Trevor Bennett, Kevin Cunnane, Mary Evans, Patrick Prekopp.
- g) Planning Committee (minimum of 5). Currently Trevor Bennett, David Anderson, Tim Briscoe, Mary Evans, Catherine Fletcher, Kay Montandon, Patrick Prekopp
- h) Property Committee (up to 7 councillors). Currently Trevor Bennett, David Anderson, Gordon Clarke, Kevin Cunnane, Mary Evans, Michael Goodwin, Kay Montandon and Jon Minns
- i) Staffing Committee (minimum of 7). Currently Kay Montandon, David Anderson, Trevor Bennett, Cheryl Bould, Mary Evans, Catherine Fletcher, Michael Goodwin, Mitchell Philpott and Pat Prekopp
- j) Visit Aylsham Working Group (at least 1 to Chair). Currently Pat Prekopp, Tim Briscoe, Mitchell Philpott

Aylsham Town Council

Aylsham Climate Emergency Working Group

Terms of Reference

Approved by Aylsham Town Council on: 4th June 2025

1. Background

Climate change is a global challenge, with its impacts visible in extreme weather events, rising sea levels, ocean acidification, and biodiversity loss. Recognising the urgency of this issue, Aylsham Town Council declared a climate emergency on 18 August 2021, committing to local action to mitigate climate change and promote sustainability.

2. Purpose

The Aylsham Climate Emergency Working Group (ACE) is established to:

1. Coordinate action towards making Aylsham a sustainable community.
2. Work towards making Aylsham Town Council net carbon neutral by 2030.
3. Define measurable targets and track progress towards achieving them, where possible.
4. Collaborate with local organisations, community groups, and stakeholders to inspire and enhance sustainability efforts.
5. Identify and pursue external funding, including match funding, to support climate and regenerative initiatives.
6. Engage with the local community on climate change and environmental issues.

3. Membership and Quorum

1. The Working Group shall consist of interested members of the community to discuss, develop and conduct local environmental projects. Four town councillors will also be nominated for the committee.
2. A quorum for meetings shall be four members, including at least one Town Councillor.
3. The group shall elect a Chair and Vice-Chair annually.

4. Sub Groups

1. The following are sub groups of the Working Group:
 - Nature and Biodiversity
 - Transport and Energy

- Waste
 - Food
 - Comms
2. These groups are encouraged to meet independently and feed back their ideas and proposals at ACE Working Group meetings, to encourage cross group working and equal representation.
 3. Sub groups have no decision making powers and no delegation to expend.
 4. Sub groups need not have formal agendas or require publicly accessible minutes

5. ACE Working Group Meetings and Conduct

1. The group shall meet at least quarterly or as required by the Chair.
2. The town clerk shall convene the meeting, in consultation with the Chair
3. Agendas and supporting documents shall be circulated at least three clear working days before each meeting.
4. Members must declare any personal or financial interests in matters under discussion. These declarations will be recorded in the minutes.
5. **Minutes:**
 - Formal minutes of all meetings will be recorded, documenting key discussions and recommendations.
 - Minutes will be made publicly available via the Town Council's website and other official communication channels.
6. **Code of Conduct:** Non council members are not bound by the Aylsham Town Council Code of conduct, but will be expected to adhere to its principles.

6. Reporting and Accountability

1. The Working Group is advisory and shall report to the Full Council.
 - All recommendations must be submitted for Council approval before implementation.
2. The group may advise the Council on proposed allocations of grant funding, but final decisions rest with the Full Council.

7. Financial Expenditure and Authorisation

1. The Working Group does not have spending powers.
2. The Working Group itself cannot authorise spending or enter into financial

commitments without Council approval.

8. Transparency and Public Access

1. Meetings of the Working Group shall be open to the public to ensure transparency and community involvement.
2. The group may engage with the community through events, consultations, and public forums to gather input and promote its work.

9. Review of Terms of Reference

1. These Terms of Reference shall be reviewed annually to ensure they remain fit for purpose and reflect any changes in the group's objectives or legislative requirements.
2. Any amendments must be approved by the Full Council.

AYLSHAM TOWN COUNCIL
TERMS OF REFERENCE

CHRISTMAS LIGHTS COMMITTEE

Objective

The Christmas Lights Committee is constituted as a Standing Committee of Aylsham Town Council to oversee the acquisition, installation, removal and maintenance of the Christmas lights for the town. The committee will also be responsible for the acquisition, installation, removal and maintenance of the decorations inside the Town Hall.

The organisation of the annual 'Aylsham Christmas Lights Switch-on' for the benefit of the community and traders will be organised by the Aylsham Events Committee.

Membership

- Membership shall consist of three Town Councillors elected by the Town Council.
- The Committee shall appoint other members annually, who may not be Councillors.
- The Chairman of the committee shall be elected annually from the Councillor members.
- A quorum shall consist of 4 members, one of which must be a Town Councillor.
- Council members who do not sit on the Christmas Lights Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
- A Vice Chair may be elected from a non-councillor committee member

Areas of Responsibility

The Christmas Lights Committee has the delegated authority:

- to place orders for works, goods and services within the limitation of the approved annual budget and any additional funds sourced by the Committee. All orders must be processed through the Town Council office
- The Committee shall approach the Town Council for any budget changes or increased funds should it become necessary
- The Committee shall comply with all health and safety regulations and the policies of the Town Council with regard to working at height, working with electrical installations, the safe operation of mobile elevating work platforms and working on or near roads and pavements. All due regard will be given to the safety of the installers and members of the public.
- The Committee shall log a plan for the installation and removal of the lights with the Maintenance Manager of the Town Council for their scrutiny and approval at least 4 weeks prior to the work. The plan will detail the plan for installation and removal in each street including the equipment needed for the work, how this will be sourced, and the safety procedures that will be followed. The Maintenance Manager may request any revisions to the plan in the interests of safety or prevention of damage.

Meetings

Meetings will take place on an ad-hoc basis but at least three times a year.

The Town Clerk or the Chairman of the Committee may call additional meetings as and when necessary.

Review

These Terms of Reference are to be reviewed every two years

Aylsham Town Council
November 2018

Reviewed February 2023– no changes

Reviewed and Revised May 2025

Reviewed and Revised August 2025 on committee request

Aylsham Town Council
Terms of Reference for the Churchyard Committee

1. Authority

- The Churchyard Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time, to modify the Committee's powers.

2. Membership

- The Committee will consist of no fewer than 3 Councilors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 elected members.
- The Churchyard Committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
- The Churchyard Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

3. Records of Proceedings

- The Committee will meet at least two times per annum
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Churchyard Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

4. Duties and Functions

The purpose of the Committee is:-

- To ensure that the Closed Churchyard remains an area of peace and tranquility for the benefit of residents and visitors to Aylsham
- To ensure that all walls, paths and roadways within the area of the churchyard are kept in good condition and repaired in as timely a manner as possible, bearing in mind the need to obtain both facilities and conservation agreement
- To ensure the necessary inspections of gravestones, trees and other structures is undertaken
- To ensure the grounds maintenance is undertaken to the satisfaction of the council and users of the churchyard

- To maintain the War Memorial
- To maintain the church clock
- To ensure that the Paupers Graveyard remains an area of peace and tranquility for the benefit of residents and visitors to Aylsham

5. Other Matters

- The Town Clerk will have delegated responsibility for the day-to-day running of the closed churchyard
- The Town Clerk will have delegated responsibility for the management of any projects relating to the churchyard
- The Town Council standing orders are applicable to all members and meetings of the committee

6 Review

- These Terms of Reference will be subject to review every two years.

May 2025

Cittaslow

Terms of Reference

The Terms of Reference for the Cittaslow Committee outlines the responsibilities of the committee in promoting sustainable living and upholding the principles of the Cittaslow International Charter.

The aim is to encourage the culture of good living through active citizenship to improve the quality of life in the town.

Key aspects of the Cittaslow Committee

Purpose

To promote sustainability, preserve local traditions, support inclusive community life, and champion Aylsham's unique identity.

Aims

To promote citizenship actions in local communities – to encompass culture, environmental protection along with social and economic sustainability and local heritage.

Functions

To develop projects, organise events and support local organisations.

Membership

Membership will be open to all community organisations within the locality. Each member of the committee is to be nominated by the relevant organisation. No political organisations may be represented on the committee.

The Town Council will be represented on the Committee and the Committee chaired by a Town Councillor.

Responsibility of Committee members

Members must work in the best interest of the community.

Chairperson

The Committee to elect a Chair annually, which should be a Town Councillor.

Substitute at meetings

A Committee member may appoint another representative from their organisation as a substitute to attend a meeting.

Administration

Cittaslow Committee meetings to have a written agenda and notice given to members three clear days in advance. Cittaslow core values should be reinforced in each meeting with a focus on local food, heritage, tourism and local businesses.

Conduct of meetings

The Committee will usually meet once a month. The Committee does not usually meet in December. The Chair may request additional meetings as appropriate.

Public access to meetings:

All Committee meetings to be held in public. Any confidential items on the agenda to be recorded as such.

Quorum

No Committee decisions to be made unless one third of members are present.

Voting

Decisions of the Committee to be made by a majority vote.

Minutes

Committee minutes to be taken by the Town Clerk or appointed representative. Draft copies to be emailed to all members and presented to the monthly Town Council meeting. Minutes will be agreed by the committee at the next meeting and made publicly available on the Aylsham Town Council website.

Code of Conduct

All members to conduct themselves in accordance with the seven principles of public life as set out by the Nolan Committee*.

Finance

The Committee will have the authority to spend any designated budget, or grant which has been awarded specifically for Cittaslow.

Sub-committees/working parties

The Aylsham Cittaslow Committee will be permitted to appoint a sub-committee or working party as deemed appropriate. Minutes from a sub-committee or working party to be discussed at the next Cittaslow Committee meeting.

Cittaslow International

The Committee to fully support and adhere to the Charter of the International Organisation and to work with other Cittaslow groups whenever possible. Representatives and delegates to be agreed by the committee prior to any meeting online or in person.

* The Nolan Principles, also known as the Seven Principles of Public Life, are a set of ethical guidelines for public office-holders in the UK. They were first introduced by Lord Nolan in 1995 and have since become a standard for public service delivery. The principles are as follows:

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders should avoid any financial or other material benefits for themselves, their family, or friends.

Objectivity: Holders should act and take decisions impartially, fairly, and on merit.

Accountability: Holders are accountable to the public for their decisions and actions.

Openness: Holders should act and take decisions in an open and transparent manner.

Honesty: Holders should be truthful.

Leadership: Holders should exhibit these principles in their own behaviour and actively promote them.

AYLSHAM TOWN COUNCIL
TERMS OF REFERENCE

EVENTS COMMITTEE

Objective

The Events Committee is constituted as a Standing Committee of Aylsham Town Council to oversee events run in the name of Aylsham Town Council.

Membership

- Membership shall consist of between three and six Town Councillors. Councillors may only serve on the committee if they are appointed by full council.
- The Committee shall appoint other members annually, who may not be Councillors.
- The Chairman of the committee shall be elected annually from the Councillor members.
- A quorum shall consist of 4 members, one of which will be a town councillor.
- Council members who do not sit on the Events Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.

Areas of Responsibility

The Events Committee has the delegated authority:

- Agree, plan and execute events for the benefit of the residents of Aylsham.
- to place orders for works, goods and services required for events, within the limitation of the approved annual budget and any additional funds sourced by the Committee. All orders must be processed through the Town Council office
- The Committee shall approach the Town Council for any budget changes or increased funds should it become necessary
- The Committee shall comply with all health and safety regulations and the policies of the Town Council. Risk assessments and event management plans should be in place for each event.
- The Committee shall review the success of each event, to assist with the planning of future events.
- The Committee shall submit a budget proposal for the forthcoming year for consideration by the Full Council.

Meetings

Meetings will take place at least six times a year.

The Town Clerk or the Chairman of the Committee may call additional meetings as and when necessary.

Review

These Terms of Reference are to be reviewed every two years

Aylsham Town Council
Adopted July 2025
Amended August 2025

Aylsham Neighbourhood Plan Steering Group

Terms of Reference

1. Purpose

The Neighbourhood Plan Steering Group (the *Steering Group*) is established by Aylsham Town Council to lead, manage and oversee the preparation, review and delivery of the Neighbourhood Plan in accordance with the relevant legislation and guidance.

The Steering Group will act on behalf of the Town Council to ensure that the Neighbourhood Plan:

- Reflects the vision, needs and aspirations of the local community;
- Supports the aspirations of the Town Council, its committees and working groups
- Is prepared in compliance with statutory requirements;
- Aligns with the adopted Local Plan and national planning policy; and
- Is supported by appropriate consultation and evidence.

All of the above should be considered whilst the plan remains in keeping with the Basic Conditions set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 as applied to neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004.

2. Status and Authority

The Steering Group is an advisory body of the Town Council and has no executive powers. All key decisions, including approval of consultation documents and submission stages, remain the responsibility of the Town Council.

The Steering Group will make recommendations to the Town Council and its committees as appropriate.

3. Scope of Responsibilities

The Steering Group will:

- Oversee the review and/or preparation of the Neighbourhood Plan;
- Define the scope, objectives and programme for the Neighbourhood Plan;
- Commission and oversee supporting evidence and studies, within agreed budgets;
- Ensure meaningful community and stakeholder engagement throughout the process;
- Consider consultation feedback and recommend responses and amendments;
- Liaise with statutory bodies, neighbouring councils and other stakeholders;
- Monitor progress against the project plan and report regularly to the Town Council;

- Work with the Town Council appointed consultant to ensure compliance with relevant legislation, regulations and guidance; and
- Support the Neighbourhood Plan through examination and referendum stages.

4. Membership

The Steering Group shall comprise:

- A minimum of 4 Town Councillors appointed by the Town Council;
- Up to 10 co-opted members from the local community or relevant organisations;
- The Town Clerk (or nominated officer) in an advisory and administrative role.

Membership should reflect a balance of skills, experience and community representation.

5. Chair and Vice-Chair

The Steering Group shall appoint a Chair and Vice-Chair from among the Town Councillor members.

The Chair will:

- Provide leadership to the Steering Group;
- Agree agendas with the Town Clerk;
- Chair meetings in a fair and inclusive manner; and
- Act as the primary point of liaison with the Town Council.

6. Co-option and Advisors

The Steering Group may invite specialist advisors, consultants or representatives of partner organisations to attend meetings in a non-voting capacity where their expertise is required.

7. Quorum

The quorum for meetings shall be 5 members, of whom at least 2 must be Town Councillors.

8. Meetings

- Meetings will be held as required to meet the project timetable, normally at least monthly.
- Meetings may be held in person or online
- Agendas and papers will be circulated in advance.
- Minutes will be recorded and made available to the Town Council.

9. Decision-Making

The Steering Group will seek to make recommendations by consensus wherever possible.

Where a vote is required, each member shall have one vote. In the event of a tie, the Chair shall have a casting vote. Recommendations will be recorded in the minutes.

10. Reporting and Accountability

The Steering Group will:

- Report progress and key issues to the Town Council on a regular basis, including provision or information to the Town Council to enable councillors to make key decisions about the plan;
- Refer significant matters, risks or budgetary implications to the Town Council for decision; and
- Provide updates as requested by relevant committees.

11. Code of Conduct and Declarations of Interest

Town Councillor members are bound by the Town Council's Code of Conduct.

All members must declare any personal or pecuniary interests relevant to the Neighbourhood Plan and act in a transparent and impartial manner.

12. Budget and Resources

The Steering Group will operate within budgets approved by the Town Council.

Any expenditure must comply with the Town Council's financial regulations and procurement procedures.

13. Confidentiality and Data Protection

Members must respect confidentiality where appropriate and ensure compliance with data protection legislation when handling personal data.

14. Review of Terms of Reference

These Terms of Reference shall be reviewed by the Town Council as required and at least annually.

Adopted by the Town Council on: 4th February 2026

Aylsham Town Council
Terms of Reference for the Planning Committee

1. Authority

- The Planning Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time, to modify the Committee's powers.

2. Membership

- The Committee will consist of no fewer than 5 Councillors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 elected members.
- The Planning Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

3. Records of Proceedings

- The Committee will meet monthly
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Planning Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

4. Duties and Functions

The purpose of the Committee is:-

- Review planning applications received and respond to the Local Planning Authority with comments on behalf of the Town Council in its position as consultee.
- To ensure all comments made are relevant in terms of existing planning legislation and policies.
- To ensure all comments are relevant in terms of the Town Council's objectives and priorities.
- If notified on a timely basis, to represent the views of local people should these views be in accordance with existing planning policy.

5. Other Matters

- The Town Clerk will have delegated responsibility for responding to the Local Planning Authority.
- The Town Clerk will have delegated responsibility to raise matters of alleged breach of planning to the Local Planning Authority.
- The Town Council standing orders are applicable to all members and meetings of the committee

6 Review

- These Terms of Reference will be subject to review every two years.

Planning Protocol

Policy for Dealing with Planning Applications for Aylsham Town Council

Introduction

This procedure sets out how Aylsham Town Council considers planning matters on which it is consulted by the Local Planning Authority.

Aylsham Town Council delegates the consultation responses to planning applications to its Planning Committee. This is a standing committee of the council, whereby meetings are open and accessible to members of the public.

This protocol takes into account that:

The consultation period for planning applications is 21 days, which means that not all planning applications can be considered by the Planning Committee at its scheduled meetings.

The Town Council believes that its residents are best served by the Planning Committee responding to applications in a timely fashion

For All Planning Applications

1. Upon receipt of notification of a planning application, if required, officers will apply to the Local Planning Authority for an extension to the consultation period
2. Notification of the planning application will be sent to councillors, including a link to the Local Planning Authority website, advising when the response to the application will be considered by Planning Committee and whether the Standard or Non Standard Process will be used.
3. Where possible, the response to the application will be sent via the Local Planning Authority's website—Where a more significant response is required, this should be emailed to the relevant Planning Officer. All responses should be sent within by the deadline agreed with the Local Planning Authority.
4. The decision of the Local Planning Authority will be reported to the Planning Committee

Standard Process – For use when there is a Scheduled Planning Committee meeting, prior to the end of the agreed consultation period

1. The application will be taken to the next meeting-of the Planning Committee for a response to the consultation to be considered

Non-Standard Process - For use when there is not a Scheduled Planning Committee meeting, prior to the end of the agreed consultation period

1. Members of the Planning Committee will be asked to submit their views, by e-mail, to the Town Clerk.
2. The Town Clerk will assemble the views and respond to ~~Broadland~~ the Local Planning Authority with the majority view. If there is a distinct division in views then the Town Clerk can e-mail for further guidance from members of the planning committee.
3. Should the Planning Committee not wish to submit their views via email, an extra ordinary meeting can be called within the consultation period. This will be relevant if members of the committee believe the application could be contentious

Aylsham Town Council
Terms of Reference for the Property Committee

1. Authority

- The Property Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

2. Membership

- The Committee will consist of up to 7 Councillors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 councillor members. Councillors may only serve on the committee if they are appointed by full council.
- The Property Committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
- The Property Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

3. Records of Proceedings

- The Committee will meet at least two times per annum
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Property Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

4. Duties and Functions

Town Hall and Drill Hall

The purpose of the Committee is:-

- To ensure that the buildings and its fittings and furnishings are maintained to a standard that complies with all legislation relating to public buildings.
- To prepare a draft work plan for the Town Hall and Drill Hall for consideration by the Town Council during their budget discussions each year
- To have full delegated powers to monitor and allocate all spending as identified within the finalised budget – any item not included in the budget that the Property Committee proposes to spend will be discussed as a recommendation at Full Council.
- To consider new business opportunities and to apply for any appropriate grants for the use of the Town Hall and Drill Hall. The income from these properties to be reviewed on an annual basis including the hire and rents achieved and any contracts from long term hirers.

- To recommend a course of action on those issues relating to the Town Hall and Drill Hall and that the Property Committee do not have the delegated powers to address.
- Review of hire fees

Public Toilets

The purpose of the Committee is:-

- To ensure that the Public Toilets and its fittings and furnishings are maintained to a standard that complies with all legislation relating to these facilities.
- To prepare a draft work plan for the Public Toilets for consideration by the Town Council during their budget discussions each year

Open Spaces including Play Areas

The purpose of the Committee is:-

- To ensure that matters relating to all areas of open space owned and managed by the Town Council are reviewed on an annual basis
- To ensure regular inspections by Town Council staff are undertaken and recorded and at least once a year that an inspection by a suitable qualified professional is completed and a full report submitted
- To ensure that any actions noted in the inspections are completed in a timely manner and to review the repair log at each Committee Meeting
- To prepare a draft work plan for any of the properties, if required, for consideration by the Town Council during their budget discussions each year.
- Review of fees for the cemetery

Other Properties

The purpose of the Committee is:-

- To ensure that matters relating to 23 Market Place, Cemetery Cottage and the Soame Pump are reviewed on an annual basis including the rents achieved and the management of agents employed.
- To prepare a draft work plan for any of the properties, if required, for consideration by the Town Council during their budget discussions each year.
- Review of rents / income from properties.

5. Other Matters

- The Town Clerk will have delegated responsibility for the day-to-day running of all properties
- The Town Clerk will have delegated responsibility for the management of any projects relating to Town Council properties
- The Town Council standing orders are applicable to all members and meetings of the committee
- The Property Committee will have responsibility for any future property acquired by the Town Council

6 Review

- These Terms of Reference will normally be subject to review every two years.

Reviewed May 2025

Amended September 2025

Aylsham Town Council
Terms of Reference for the Staffing Committee

1. Authority

- The Staffing Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time, to modify the Committee's powers.

2. Membership

- The Committee will consist of no fewer than 7 Councilors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 elected members.
- The Staffing Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

3. Records of Proceedings

- The a minimum of twice per annum to consider staff appraisals and the staffing budget for the forthcoming year.
- Additional meetings will be arranged as required to address staffing matters.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Staffing Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

4. Duties and Functions

The purpose of the Committee is:-

- To ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety and staff welfare.
- To review staffing structures and levels and make recommendations to the Council.
- To review all council policies that relate to staff employment.
- To appoint, members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
- To appoint members to hear any formal grievance.
- To appoint a recruitment panel when necessary. In the case of recruitment of the Clerk to the Council, three members of the Staffing Committee should form the recruitment panel.

In the case of other positions, the line manager should form part of the recruitment panel.

- Subject to delegated authority from the Staffing Committee, the recruitment panel should have the authority to offer a role. Appointment of the Town Clerk will be ratified by the full Town Council

5. Other Matters

- Manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements and staff inductions in line with current agreed council policies.
- Carry out annual staff appraisals, supervision interviews, and training requirements.
- The Town Council standing orders are applicable to all members and meetings of the committee
- The Chairman and the Vice-chairman of the Town Council to carry out the Town Clerks appraisal and report to the Staffing Committee.

6 Review

- These Terms of Reference will be subject to review every two years.

May 2025

Terms of Reference

Visit Aylsham Working Group

1. Purpose

The Visit Aylsham Working Group exists to promote Aylsham as a welcoming and attractive destination for visitors, residents, and businesses. Its primary role is to coordinate activities, marketing, and initiatives that enhance the town's profile, support the local economy, and celebrate Aylsham's heritage, culture, and community spirit.

2. Objectives

The Working Group will:

- Develop and deliver initiatives to encourage visitors to the town and surrounding area.
- Support local businesses and organisations through coordinated promotion of services, events, and attractions.
- Create and maintain marketing resources (e.g. website, leaflets, social media, signage) to raise the visibility of Aylsham.
- Support key events that showcase the town, such as markets, festivals, or seasonal celebrations.
- Work with residents, voluntary groups, and businesses to ensure activities reflect the character and identity of Aylsham.
- Strengthen partnerships with regional tourism organisations, councils, and neighbouring villages to strengthen Aylsham's position within the wider visitor economy.
- Provide a forum for ideas, planning, and collaboration among stakeholders.
- Enhance the visitor experience through improved information, signage, and accessibility.
- Explore opportunities for funding, sponsorship, or grants to support projects.

3. Membership

- Membership is open to representatives from the Town Council, local businesses, voluntary organisations, and interested residents.
- The group shall aim to include a balance of stakeholders to reflect the interests of the town.
- A Chair will be appointed from among the members

4. Meetings

- Meetings will be held as frequently as deemed to be required by the working group, but at least quarterly.
- A quorum shall consist of at least 3 members, including at least one Town Councillor.
- Members of Aylsham Town Council staff shall not be deemed as a member of the working group, but may attend in an advisory capacity.
- Notes of meetings will be recorded and shared with the Town Council and members.

5. Reporting

- The Working Group will report directly to Aylsham Town Council
- Updates on progress, events, and promotional activities will be provided on a regular basis.
- Recommendations requiring expenditure or significant commitment will be referred to the Council for approval.

6. Authority

- The Working Group is an advisory and delivery body with no separate legal status.
- It may make recommendations to the Town Council but has no delegated decision-making powers unless specifically authorised.

7. Duration and Review

- The group will continue for as long as it is deemed beneficial to the town's promotional and visitor objectives.

Approved September 2025

Meeting of Aylsham Town Council

6th May 2026

Item 12 - To Appoint Members to Represent the Town Council on the Following External Bodies

- a) Aylsham Twinning Association – Currently Kevin Cunnane
- b) Aylsham Recreation Ground Liaison – Currently Mitchell Philpott
- c) Blickling Stakeholders Meeting – Currently Patrick Prekopp

AYLSHAM TOWN COUNCIL



Scheme of Delegation

1. Introduction

- This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer to act with delegated authority in the specific circumstances detailed. It also sets out those matters reserved to Full Council for decision.
- The Working Groups of Aylsham Town Council, without exception, do not have any delegated authority but are able to make recommendations to the full council.

2. Matters Reserved for Council

The following matters are reserved to the Council for decision:

- Elect a Chairman and Vice Chairman, and appoint councillors to Committees and Working Groups and outside organisations
- Setting the Budget
- Setting the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return.
- Appointment of the Internal Auditor
- Making, amending or revoking Standing Orders, Financial Regulations, policies or this Scheme of Delegation
- Set up, amend or disband any Committees, Sub-Committees, Advisory Groups or Working Groups
- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Strategic decision making on matters of principle
- Any proposed new undertakings / function / contracts of the Council
- Agree an annual Action Plan and monitor performance during the year
- Approval of payment of the monthly schedule of accounts
- Consideration and approval of grants and donations
- Consideration of requests for expenditure outside of the Council's approved budget
- Responding to consultations both national and local.
- Receive and respond to Stage 2 complaints as set out within the Complaints Policy
- All strategic matters relating to staff including contractual arrangements, salary scales for positions, conditions of service, and staffing structure
- Appointment of the Town Clerk.
- Consider statutory demands from electors e.g. allotments, parish polls
- All other matters which must, by law, be reserved to the full Council

3. Proper Officer

Delegated actions of the Town Clerk and Responsible Financial Officer shall be in accordance with Standing Orders, Financial Regulations and the Scheme of Delegation and in line with directions given by the Council from time to time.

The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised by law to:

- Receive Declarations of Acceptance of Office
- Receive and record notices disclosing pecuniary interests
- Receive plans and documents
- Sign notices and other documents on behalf of the Council
- Receive copies of by-laws made by a Primary Local Authority
- Certify copies of by-laws made by the Council
- Sign summons to attend meetings of the Council
- Authorisation to call any extra meetings of the Council or any Committees as necessary, having consulted with the appropriate Chairman

In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

- Undertake the duties of the “Head of Paid Service”.
- Implement national pay awards and conditions of service, together with any contractual pay awards unless directed otherwise by Council.
- Engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such time as other arrangements can be put in place as directed by Council as outlined in the appropriate Financial Risk Assessment
- Day to day administration of services, together with routine inspection and control
- Day to day supervision and management of all staff employed by the Council
- Authorisation to respond immediately to correspondence in all forms (including on social media) requiring or requesting information, or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council.
- Authorisation to agree the Council’s Agenda for publication within the statutory timeframes, in consultation with the Chairman of the Council.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical
- Approve emergency expenditure of up to £2,500 in consultation with the Chairman of the Council if possible.
- Approve general expenditure of up to £2,500, together with expenditure as set out within the Council’s approved budget.

4. Day to Day Delegations to Officers

The following day to day administrative matters are delegated to the Clerk to the Council, who may delegate these to any employee of the Council as appropriate:

- Implementation of decisions made at Council meetings.
- Management of the Council’s services and facilities in accordance with the agreed policies and budgets of the Council.
- Maintenance of the Council’s equipment within the agreed budget and in accordance with the agreed policies of the Council

- Creation, content, production and distribution of the Council's contribution to Just Aylsham, annual report and website, together with press releases and media contact, and public consultations as directed by the Council
- Carry out staff appraisals
- Enforcement of by-laws
- Receive and respond to Stage 1 complaints
- Report routine matters of maintenance to the relevant authorities where they do not fall within the remit of the Council
- Notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections
- In consultation with the Chairman of the Council (if available), lead the Council's response in the case of a major emergency
- Have overall responsibility for the Council's Freedom of Information Scheme
- Have overall responsibility for General Data Protection Regulations (GDPR)
- Provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment, the purchase of necessary software, and the planned purchase of new equipment or facilities
- Purchase of necessary goods and supplies in order to manage the council's facilities in a timely and appropriate manner, within the approved budget
- To order additional facilities and grounds maintenance work as required, within the approved budget or subject to the emergency or additional powers set out elsewhere within this document
- Implementation of risk management as set out within the Council's risk assessments, including the safety of all facilities and open spaces within the remit of the Council
- Authorisation of all short-term lettings of the Council's properties (for example general hire of the Town Hall) in accordance with the approved scale of charges
- Initiation of new arrangements and revision of existing arrangements for the improved management of Council facilities or services providing the cost is included within the current revenue budget
- From time to time, the Council may delegate further matters to the Clerk on either a one-off or a permanent basis. Those matters delegated on a permanent basis will be immediately added to this Scheme of Delegation.

5. Responsible Financial Officer

The clerk also acts as the Responsible Finance Officer. In a period of extended absence the Town Council will need to appoint someone else to the role as required by law. The Responsible Financial Officer shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

This includes but is not limited to:

- Administer the Council's bank balances
- Implement the Council's Investment Strategy
- Make arrangements to pay the salaries and wages of employees of the Council, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC and Norfolk Pension Fund
- Maintain adequate insurance cover for the Council's activities and property, and recommend any necessary changes to Council

- Maintain a continuous internal audit
- Manage budgetary control including the allocation of financial resources within the approved budget
- Provide regular financial monitoring reports to Council, no less than quarterly
- Recommend the annual budget and precept
- Recommend capital works and resourcing their implementation

Adopted by Aylsham Town Council January 2019

Reviewed February 2023

Reviewed in December 2025

Next Review February 2027



AYLSHAM TOWN COUNCIL STANDING ORDERS

Introduction to Standing Orders

A council may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders (Local Government Act 1972, sch 12, para 42).

This means that Standing Orders make up a document of 'rules' for a council to follow. Some of these 'rules' are laid down in law and these are in bold, these must not be removed or changed. Other orders, not in bold, are rules to support the governance of a council – how it is organised and administered. Standing Orders may refer to other council policies or regulations which give greater detail about specific items such as Financial Regulations and Data Protection Policy.

Standing Orders inform officers, councillors and the public. They ensure that actions taken by the council are legal, logical, consistent and transparent and they support the internal control of a council i.e. its financial strength.

Order and Adoption of Standing Orders

Note that reference is made to the clerk throughout (Proper Officer of the Council is the legal term) and to the Responsible Financial Officer (RFO), who may also be the clerk.

In law the word 'chair' is used, in the case of a Town Council this person is often referred to the 'mayor'. In this document we have used the term 'chair'.

Standing Orders should be reviewed at least every third year or earlier if changes in the law require this. Adoption, review and amendments to Standing Orders should be made by the full council. Standing Orders should have the date of adoption and the date for review.

They should be published on the council's website and a copy given to councillors (in the agreed format).

Standing Orders are divided into subject headings, and those headings are taken in alphabetical order. Headings are numbered and then sub-divided.

1. Accounting

- a) Financial procedures to be followed must be detailed in the Financial Regulations (not Standing Orders) of the council and based upon 'Proper Practices' as identified in the most recent version of 'Governance and Accountability for Local Councils' (<https://www.saaa.co.uk/legislation-guidance/>). One exception is that the law requires Standing Orders to contain details about contracts (see [Contacts and Procurement](#)).

2. Agendas (and summons)

- a) **All items to be decided at a meeting must be detailed on the agenda.**
- b) **The date, time and place of a meeting must be published at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning). Publication must be in a conspicuous place in the parish (noticeboards) and, if the receipts and payments of the council are both under £25,000, on the council's website**
- c) **The summons, to include the agenda, must be sent to councillors at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning).**
- d) **The agenda/summons must be signed by the clerk and dated.**
- e) Items for inclusion on the agenda should be given in writing to the clerk by a councillor at least 10 before a meeting.
- f) The chair and the clerk will agree the agenda prior to its publication, the final say on the content of the agenda rests with the clerk.
- g) The agenda and supporting papers shall not disclose or undermine confidential information or personal data without legal justification.
- h) The agenda should be sent to the district and county councillor(s) representing the council's area. This is an invitation to attend but as a member of the public.
- i) The agenda will detail the following:
 - i. Receipt or approval of apologies for absence
 - ii. Receipt of declarations of interest and consideration of requests for dispensations
 - iii. Confirmation of the accuracy of the minutes of last meeting
 - iv. Public participation
 - v. Other items for discussion such as planning matters; financial reports; progress of projects etc.

- j) **The agenda for the annual council meeting must include, as a first item, the election of chair.** Further items may include:
- i. Review of delegation arrangements to committees, sub-committees, officers and other local authorities
 - ii. Review of the terms of reference for committees
 - iii. Appointment of councillors to committees and working parties
 - iv. Review of policies
 - v. Review of membership of external bodies
 - vi. In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate
- k) The following items can be considered at a meeting even if they are not on the agenda:
- i. to appoint a councillor to chair the meeting (if chair and vice-chair are not present)
 - ii. to defer consideration of an item until a future meeting
 - iii. to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest
 - iv. to temporarily suspend the meeting
 - v. to suspend a particular standing order (unless contrary to legislation)
 - vi. to adjourn the meeting
 - vii. to close the meeting
- l) An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by 6 councillors.

3. Apologies

- a) A councillor, if unable to attend a meeting, must give their apologies and the reason to the clerk.
- b) **If a councillor fails throughout six consecutive months to attend any meetings of the council, or its committees or sub-committees of which they are a member they cease to be a councillor unless there is a 'statutory' reason for the absence such as military service, or failure to attend is approved by the council. The period begins with the last meeting attended.**

4. Chair

- a) **The council must elect a chair who must be a member of the council.**
- b) **The appointment of chair must be an annual appointment.**
- c) **At the moment when the new chair accepts office the previous chair automatically retires.**
- d) **Following their election, the chair must sign a declaration of acceptance of office unless the council, at that meeting, permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**
- e) **The person presiding at a meeting may vote and if there is an equality of votes, they may use their second or casting vote. If the item is the election of a chair, then the casting vote, if it is necessary, must be used.**

- f) The casting vote does not have to be used in the same way as the original vote.
- g) **The chair or in their absence the vice-chair (if any) must preside.**
- h) **If both are absent the council must appoint some other councillor to preside.**
- i) The decision of the chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).

5. Clerk

- a) **Duties of the clerk include to convene meetings of the council for the election of a new council chair, occasioned by a casual vacancy in that office; facilitate inspection of the minute book by local government electors; receive and retain copies of bylaws made by other authorities; serve on councillors in a manner agreed by them, a signed summons confirming the time, place and the agenda of a council meeting; provide in a conspicuous place a public notice of the time, place and agenda of a council meeting.**

6. Code of Conduct and Dispensations

- a) **All councillors must observe the Code of Conduct adopted by the Council at all times whilst acting or perceived to be acting as a councillor.**
- b) **Code of Conduct complaints must be referred to the District Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**
- c) **All councillors must complete a Declaration of Interests Form within 28 days of taking office.**
- d) **Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**
- e) A dispensation request should be sent to the clerk in writing, prior to the meeting starting (see dispensation request form).
- f) A dispensation will be decided by the council or the committee.
- g) **If a dispensation is not granted, the councillor must not take part in the item** and should consider leaving the room, returning to the meeting after the item has been concluded.
- h) **A dispensation may be granted for the following reasons:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

7. Committees, Sub-committees and Working Parties

- a) **The council may appoint committees and delegate many of their functions to them. Setting the budget and precept, considering an auditor's report or signing AGAR, borrowing money, adopting the general power of competence and adopting or revising the code of conduct are examples of items that cannot be delegated to a committee.**

- b) **The council decides terms of reference for the committee.** e.g. number of meetings, membership, functions, budget (if any), how the chair of the committee shall be appointed.
- c) **A committee will have an agenda, be open to the public, and have minutes.**
- d) The quorum of a committee should be no less than three.
- e) **Non-councillors can be appointed to committees, unless that committee regulates and controls the finances of the council. Non-councillors only get a vote if the function of the committee is the management of land, harbour functions, tourism functions or the management of a festival.** Non-councillors must abide by the council's Code of Conduct.
- f) A committee may delegate any of its functions to a sub-committee.
- g) Standing Orders of the council shall apply to all committees and sub-committees.
- h) The council may appoint a working party. The council decides the brief of the working party. A working party cannot make decisions. A working party need not have agendas, does not have to meet in public and there is no requirement for minutes, however 'notes' of meetings should be kept.

8. Contracts and Procurement

- a) **A public contract with an estimated value in excess of £30,000 (including VAT). but less than the published relevant thresholds referred to in 8d below, must comply with the Procurement Act 2023 and the Procurement Regulations 2024 unless it proposes to use an existing list of approved suppliers .**
- b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or officers to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised ~~in a local newspaper and~~ in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- c) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- d) **Where the value of a contract is likely to exceed the thresholds specified by the Cabinet Office from time to time, the Council must consider whether the Procurement Act 2023 or the Procurement Regulations 2024 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.**

9. Councillor Vacancy

- a) **A councillor who wishes to resign must send their written resignation to the chair of the council. Their chair resigns to the council, sending their written resignation to the Clerk.**
- b) **Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.**
- c) **The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting.** Where more than two people have been nominated for co-option, and none has received an absolute majority the name of the person having the least number of votes shall be struck off and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote of the chair.
- d) Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.
- e) **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**
- f) **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**

10. Data Protection (General Data Protection Regulations and the Data Protection Act 2018)

- a) **The council must ensure that a written record of its processing activities is maintained.**
- b) **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**
- c) **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**
- d) **The council must have in place a Data Audit for the retention and safe destruction of all information including personal information which it holds.**
- e) **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

11. Debate

- a) Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the chair. No speech on any item shall be longer than 3 minutes.
- b) An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.

12. Delegation (councillors, the clerk and committees)

- a) No councillor has the authority to issue instructions, or orders to any employee including the clerk or to act on behalf of the council.
- b) The clerk may be given delegated authority to deal with matters, the detail may be included in the Job Description, a scheme of delegation or agreed at a meeting of the council (and minuted).
- c) The clerk may have delegated authority to spend money in the event of an emergency and the detail of this is included in Financial Regulations.
- d) The council may delegate to a committee (see [Committees, Sub-committees and Working Parties](#)).

13. Disorderly Conduct

- a) Disturbance by any member of the public will be followed by a request from the chair to desist. If ignored the chair can ask the disruptive person to leave the meeting.

14. Employment (see [Clerk](#))

- b) **Employees must have a Contract of Employment** supported by a Job Description **on or before the first day of employment**. The Contract must include details of grievance and disciplinary procedures or make reference to separate documents.
- a) The council is an employer, and any matters relating to staff members must be treated confidentially and in accordance with employment law.
- b) A council may appoint a proper officer (clerk) for the discharge of the council's functions, and any other staff as required.
- c) **A council must appoint a Responsible Financial Officer**
- d) The council should appoint a small group of councillors to conduct the clerk's annual appraisal. The clerk will annually appraise all other members of staff.
- e) A council may appoint one or more of its councillors to be officers, but without remuneration. **A period of 12 months after leaving as a councillor, must elapse before payment can begin.**

15. Information Management

- a) **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**
- b) **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000.** If the gross annual income or expenditure exceeds £200,000, the council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

16. Legal Deeds

- a) A legal deed, on behalf of the council, must be authorised by a decision of the council and signed by two councillors, with the clerk witnessing the signatures.

17. Meetings (see also [Agendas](#))

- a) **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost**
- b) **A council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**
- c) **In an election year, if the current chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**
- d) **In addition, a council must meet on at least three other occasions during the year and may hold further meetings as required.**
- e) This council meets on the first Wednesday of every month, the clerk may call additional meetings as required including for the election of a new chair as and when the role becomes vacant.
- f) Meeting dates for the following year should be set on or before the last meeting of the year.
- g) **The chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the chair.**
- h) **If the chair does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene such a meeting. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.**
- i) **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.**
- j) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- k) **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**
- l) **Voting shall be by a show of hands.** At the request of any councillor, voting may be by signed paper ballot.
- m) **A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes,** this should be done either immediately prior to or immediately after the vote.
- n) A meeting shall not exceed a period of 2 hours

18. Minutes

- a) Minutes shall include:
 - i. the date, time and place of the meeting
 - ii. the names of councillors and officers who are present
 - iii. interests declared
 - iv. dispensations granted
 - v. when a councillor arrives late, leaves early, or is absent for period of time
 - vi. the public participation session

- i. the decisions made
- b) The minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data.
- c) If issued to councillor prior to the meeting, minutes shall be taken as read.
- d) The minutes of a meeting must be agreed at the same or next meeting of the council and signed by the person presiding at that meeting.
- e) Discussion on the minutes must relate to their accuracy and any amendment must be agreed by the council and signed by the councillor presiding.
- f) **If the receipts and payments of the council are both under £25,000, the minutes, if necessary in draft form, must be published on the council's website within one calendar month of the meeting.**

19. Press

- a) When responding to the press on behalf of the council, officers and councillors must only report on agreed decisions or policies of the council.

20. Public (including press and district, borough and county councillors)

- a) Members of the public have the right to attend all meetings of the council
- b) Under the Public Bodies (Admissions to Meetings) Act 1960, members of the public can be required to leave if the council decides that the item is of a confidential nature for one of the following four reasons:
 - i. engagement, terms of service, conduct and dismissal of employees
 - ii. terms of tenders and proposals and counter proposals in negotiation for contracts
 - iii. preparation of cases in legal proceedings
 - iv. the early stages of any dispute
- c) Public Participation time shall not exceed 15 minutes and no one person shall speak for more than 3 minutes, in both cases unless directed otherwise by the chair.
- d) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend. A question does not require an answer at the meeting, if required, the chair will advise when an answer will be given
- e) A person who speaks at a meeting, shall direct their comments to the chair of the meeting. The chair shall direct the order of speaking.
- f) A member of the public may film, photograph or make an audio recording of the meeting. This does not allow for oral commentary which would be disruptive.
- g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**



AYLSHAM TOWN COUNCIL FINANCIAL REGULATIONS

Notes and how do adopt these Financial Regulations

Abbreviations:

RFO Responsible Financial Officer

AGAR Annual Governance and Accounting Return

G&A Governance and Accountability – Practitioners Guide produced by JPEG and known as ‘Proper Practices’

GPC General Power of Competence

TOR Terms of Reference

I&E Income & Expenditure (Accounting)

Notes:

Items and actions described by the word “must” are laid down in law – therefore they must be retained.

1. General

These regulations govern how the Council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance & Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations are approved by full Council and can only be amended by full Council. Where there is a Finance / Governance Committee with TOR which includes review of documents, that Committee will make its recommendations to full Council for their approval.

These regulations were approved on 7th May 2025 and will be reviewed annually unless the law or the council’s financial activities change, or professional and competent advice is given requiring this to be done sooner.

2. Accounting, Audit and Internal Control

- 2.1. The RFO together with the Finance Officer must be responsible for maintaining the cash book, and completing the year-end receipts and payments accounts from the totals in the cash book as soon as possible after the year-end. Current legislation requires authorities where the gross income or expenditure for the year (whichever is the higher) has exceeded the threshold of £200,000, to report their financial details on an income and expenditure (I&E) basis. The RFO must prepare year-end adjustments, retaining a record of adjustments that were

made in preparing the income and expenditure accounts for the previous financial year; examining entries in the cash book before 31 March for possible receipts in advance and prepayments, entries after 31 March for possible debtors and creditors and examining invoices after 31 March for possible debtors and creditors. Details and further advice on this are given in G&A.

- 2.2. The totals in the accounts are then transferred to the relevant sections of the AGAR Accounting Statements. Accounts and Balance Sheet must be prepared, and a year-end bank reconciliation undertaken, and the Chairman should sign these documents and the year-end bank statement(s).
- 2.3. The Council must have a suitable item on every agenda for financial reporting which will include details of all receipts and payments, bank account reconciliations to cash book, balances of all accounts held and budget monitoring. This will provide supporting evidence of an effective system of internal control for its accounting records and financial activities in accordance with proper practices. The purpose and detail of internal control must be recorded in a statement or policy document approved and annually reviewed by Council.
- 2.4. The Council should appoint one of its members to the role of Internal Scrutineer, and they will conduct a check of various items at least quarterly. A checklist will be drawn up by the RFO. The list should include, among other things, verifying the receipts and payments schedules, the quarterly bank reconciliations which should be signed by the authorised members, the submission of VAT claims. A report of this check should be made to the Council and be included in the minutes.
- 2.5. The Council must appoint an Internal Auditor by October of each year and must receive a quotation for this work. A letter of appointment must be sent to the Internal Auditor. In this letter, the Internal Auditor must be advised of their role which is to evaluate the effectiveness of the council's risk management, internal control and governance processes in accordance with proper practices specified in G&A. The Internal Auditor must be competent and completely independent of the financial operations of the council. They must report to the Council in writing and this report must include explanations for any "NO" boxes on Page 3 of AGAR and the advice given to the Council to remedy this situation. This report must be considered by the Council, prior to signing off AGAR (Governance Statement). Any recommendations made by the Internal Auditor, should be implemented or reasons why they are not, recorded in the minutes. The RFO must make available such documents and records as the Internal Auditor requests for the purpose of the audit.
- 2.6. The Council must have an agenda item for the approval of AGAR Part 3 (Governance Statement followed by Accounting Statements). The Annual

Governance Statement will then be signed by the clerk and chairman, the Accounting Statements will be signed by the chairman (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.

- 2.7. The RFO must advertise Electors Rights as required by law to include both the notice and supporting statement.
- 2.8. The completed AGAR and accompanying papers must be sent to the External Auditor by 1 July. Any comments raised by the External Auditor must be answered by the RFO as soon as possible. The completion of the External Audit must be published by 30 September.
- 2.9. Local Government Transparency Code for Smaller Authorities (over £200,000) requires publication of specified financial information.
- 2.10. Regular back-up copies should be made of all the records on any council computer and stored either online or a separate location. The RFO must ensure that any computer used for the council's financial business has adequate security.

3. The Budget

- 3.1. The Budget must be constructed referring to the last completed year (both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for at least the next year. Reserve funds should be identified.
- 3.2. The budget must be approved by full Council in time to submit the precept request to the Broadland District Council in January. Approval of the budget and the precept must be minuted. Where there are Committees with TOR which enable those Committees to budget for their activities, draft Committee budgets should be presented ahead of preparation of the final budget.
- 3.3. The RFO must report to Council at least monthly on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget. The budget monitoring should be minuted, and the reasons for variations detailed either in the minutes or on a supporting schedule.

4. Authority to spend (s101)

Under the Local Government Act 1972 s101, urgent expenditure of up to £2500 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of council services or to public safety on council property. In absence of the clerk, delegation is passed to the Maintenance Manager. Such

spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly.

5. Banking

- 5.1. Monies received must be banked on a regular basis.
- 5.2. The Council must agree any changes in the bank mandate or the bank. Banking arrangements should be reviewed annually by the Council.
- 5.3. Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills, ICO fee or payroll (refer Item 7). Such payments must be signed by two authorised members. Variable direct debit payments may also be made, with Council approval. Amounts so paid should be reported to the Council in the regularly presented payment schedule.
- 5.4. Cash income received must be banked separately and intact. Handling cash sums over £1,000 should involve at least two people.
- 5.5. The RFO may move money between bank accounts without prior approval by the Council.
- 5.6. Monies not immediately required should be retained in a higher interest paying account wherever possible.

6. Making Payments and Petty Cash

- 6.1. Invoices for payment must be checked by the RFO and verification obtained regarding the supply of goods or works. Two councillors must authorise the payments. They must be entered onto a schedule to be viewed by Council. Quotations should be attached to invoices as part of the audit trail. Invoices should be cross referenced to the cash book.
- 6.2. The payment schedule must be included in the minutes or attached as an appendix to the minutes with a reference to this in the minute.
- 6.3. Payment authorisation
Where internet banking arrangements have been agreed two authorised signatories, neither of which should be the councillor who authorised the original invoice will be authorised to approve transactions, following authorisation by the Council. Account details for suppliers may only be changed upon written notification by the supplier.
- 6.4. All authorised signatories may have access to view the council's bank accounts online, but there must be no disclosure of any PIN or password to any person other than those authorised.

- 6.5. No signatory should be involved in approving any payment to themselves.
- 6.6. The Council has a debit card for the use of the Clerk only. Only payments can be made which are agreed by Council and are within budget and no more than £1,500.
- 6.7. The RFO shall maintain a petty cash imprest account of £250 and may provide petty cash to officers for the purpose of defraying operational expenses. Vouchers for payments made from petty cash shall be kept to substantiate payments. Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council for approval. The petty cash float forms part of the year-end balance.

7. Salaries and staff expenses

- 7.1. The RFO must ensure that all salary and other relevant payments comply with rules issued by HMRC and are approved by Council. Payment of salaries and payment of deductions from salary such as tax, national insurance and pension contributions must be made in accordance with the payroll records.
- 7.2. Salary rates shall be agreed by the Council.
- 7.3. Salaries must be paid on the date specified in contracts. (refer 5.3)
- 7.4. Expenses to be refunded to officers must be supported by a detailed cost sheet and invoices.
- 7.5. Termination payments must be authorised by the Council.
- 7.6. All personal payments may be summarised.
- 7.7. Each payment to employees of net salary and the statutory deductions shall be recorded in a payroll account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 7.8. Payroll reports must be reviewed by Internal Scrutineer at least quarterly to ensure that the correct payments have been made.

8. Loans, Investments and Reserves

- 8.1. Any loans must be approved by full Council and held in the name of the Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval such as Hire Purchase, leasing of assets or loans to be repaid within the financial year must be authorised by full Council, following a written report on the value for money of the proposed transaction.

- 8.3. The Council should have an Investment Policy which should be reviewed by the Council at least annually. All investment of money must be in the name of the Council. All investment certificates and other documents shall be in the Council's name and retained in safe custody by the RFO.
- 8.4. End of year balances must identify the working balance and reserves held, and their purpose. Reserves, wherever possible, should be held in a higher interest paying account (refer 5.6).

9. Receipts

- 9.1. Invoices must be issued promptly and the Council must have collection arrangements, issuing a statement after 30 days for unpaid invoices. Copies of invoices must be retained and referenced to the cash book entries.
- 9.2. A Bad Debt Policy should be agreed by the Council. Irrecoverable amounts can only be written off by Council, following a report from the RFO.
- 9.3. The Council will review all fees and charges for work done, services provided, or goods sold annually as part of the budget-setting process, following a report from the RFO.
- 9.4. The origin of each receipt must be recorded on the paying-in slip and, where multiple payments are received such as allotments, on a schedule.
- 9.5. No personal cheques can be encashed from Council funds.
- 9.6. Where significant sums of cash are received by the Council, at least two people must count the money, and the banking of this cash is risk assessed (refer 5.4 above). There should be a reconciliation of cash counted against a control record for example number of car park tickets issued or stall takings.

10. VAT

Claims and returns should be completed promptly by the RFO at least quarterly (where the claim exceeds £100), otherwise annually. If the Council is registered for VAT, then claims must be submitted quarterly. VAT on till receipts up to £200, may be reclaimed provided there is a VAT Registration number on the receipts. The RFO must ensure that all invoices received are made out to the Council, enabling VAT to be reclaimed.

11. Orders

- 11.1. Before placing an order:
 - 11.1.1. one quotation is required for items costing up to £1,000.
 - 11.1.2. items costing £1,000 - £10,000, two quotations should be obtained before committing to expenditure.

- 11.1.3. items costing £10,000 - £25,000 three written quotations should be obtained.
- 11.1.4. for items costing over £25,000 the Council should go out to tender. The tender must remain in a sealed envelope until the prescribed date to open, alternatively tenders may be forwarded electronically and remain confidential to the RFO until the prescribed date.
- 11.2. No orders may be placed which exceed budgetary levels.
- 11.3. Under the Public Bodies Admissions to Meeting Act 1960 the Council or delegated committee may close the meeting to press and public for consideration of quotations or tenders. If they chose not to do this and the quote or tender is not accepted no person shall be permitted to submit a later tender, estimate or quote who was present at the original decision-making process.

12. Contracts and Procurement

- 12.1. For capital projects and other contracts estimated to cost in excess of £30,000 including VAT the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders
- 12.2. Where contracts detail payment by instalments the RFO shall maintain a record of all these payments. The decision to make these instalment payments must be based on advice from professionals such as an architect or consultant for the works. This information should be detailed in the tender document.
- 12.3. Any cost variations must be reported to the Council where they are likely to exceed the contract sum by 5% or more.

13. S137 Payments / Councils with GPC

The RFO should check that the council has the necessary power to incur the expenditure.

S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved. The total of any s137 payments must be advertised at year-end in the notes to the accounts.

or

There must be a minute to confirm adoption of GPC at a full Council meeting, the minute recording that the Council meets the two requirements for GPC. GPC must be reaffirmed at the Annual Town Council Meeting following an ordinary election.

14. Stores

Stores and Equipment should be kept safely and securely. All goods received must be checked at the time of delivery. Stores should always be kept at the minimum level required. Periodic stock checks should be made and as a minimum at the year-end.

15. Insurances and Asset

- 15.1. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, must be included in any policy document. Other appropriate insurances should be in place. The Council should forward a copy of their Asset Register to their insurer and arrange appropriate cover. All new risks and property must be advised to the insurer at least 2 weeks ahead of any activity. Any loss, liability, damage or event likely to lead to a claim must be reported to the insurer and the Council.
- 15.2. Insurance must be used to help manage risk, and Council must annually review the insurance policy. This includes: the protection of physical assets owned by the authority – buildings, furniture, equipment, (loss or damage); risk of damage to third party property or individuals as a consequence of the authority providing services or amenities to the public (public liability); risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss); loss of cash through theft or dishonesty (fidelity guarantee); legal liability as a consequence of asset ownership (public liability).
- 15.3. The Asset Register is a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held. It must be maintained by the RFO and should be reviewed during the year (for example at times when assets are purchased) and at year-end. A planned inspection of all assets should take place annually. The RFO must make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.4. No asset, except with an estimated value of under £200, shall be disposed of, without the authority of the council. The best possible price must always be obtained.
- 15.5. Assets should be maintained through earmarked reserve funds which must be detailed at year-end.
- 15.6. No interest in land shall be purchased, sold, leased or otherwise disposed of without the authority of Council, together with any other consents required by law. In each case a professional report shall be provided to the Council in respect of valuation and surveyed condition of the property. The Council must ensure an adequate level of consultation with the electorate has taken place before either disposal or purchase. A full business case should be presented to the Council, except where the estimated value of the item does not exceed £5000.

16. Risk Management

The Council needs to be aware of the significant risks that it faces and decide how to manage them. This must be recorded in a Risk Management Schedule. The risks must be assessed, and action taken to minimise the risk. The Schedule should have appropriate headings for risks (e.g. governance, financial, operational). Each risk must be risk assessed. One method that can be used is the Risk Matrix in G&A. Ways to reduce that risk are then identified such as insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

17. Charities

Where the council is sole managing trustee of a charitable body the Clerk or RFO must ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made, following Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and Revision of Financial Regulations.

The Council shall review these Financial Regulations annually. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations. Excepting where the law applies, the Council may suspend any part of these Financial Regulations provided that reasons for the suspension are recorded in the minutes and that an assessment of the risks are considered.

Date Approved: 7th May 2025

Date to be reviewed: May 2026

AYLSHAM TOWN COUNCIL INTERNAL CONTROL POLICY

1. SCOPE OF RESPONSIBILITY

Aylsham Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council. The Council reviews its obligations and objectives and approves budgets for the following year at its meetings during October to December. The January meeting of the Council approves the level of precept for the following financial year. **The Council will receive reports and recommendations from the Effectiveness of Internal Control Working Party.** The Council receives a monthly summary financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

3.2 The Effectiveness of Internal Audit Working Party:

The Council has appointed an Effectiveness of Internal Control Working Party to meet twice yearly following receipt of the Internal Audit Report who will monitor progress against objectives, financial systems and procedures and budgetary control.

The Effectiveness of Internal Control Working Party will review annually the Financial Risk Assessment. The Effectiveness of Internal Control Working Party will make recommendations to the council regarding the appointment of an Internal Auditor.

3.3 Town Clerk and Responsible Finance Manager:

The Council has appointed a Town Clerk as the Council's advisor and administrator who is also the Responsible Finance Manager. The Council has also appointed a Finance Manager who is responsible for administering the Council's finances. The Town Clerk and Finance Manager are responsible for the day-to-day compliance with laws and regulations that the

Council is subject to and for managing risks. The Town Clerk and Finance Manager also ensure that the Council's procedures, control systems and policies are maintained.

3.4 Internal Auditor:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- Proper bookkeeping arrangements
- Corporate governance, financial regulations and risk management procedures
- Payment, petty cash and salaries procedures
- Precept determination
- Budgetary control
- Income control
- Asset registers
- Investment and loans
- Bank reconciliation
- Financial statements

The Council appoints the Independent Internal Auditor on an annual basis. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council. **These will be based upon the requirements of the Smaller Authorities Proper practices Panel**

4. Review of Effectiveness:

The Council has responsibility for conducting an annual review of the effectiveness of internal control. The review of the effectiveness of internal control is informed by the work and any issues identified by:

- Full Council – identification of new activities
- **Effectiveness of Internal Control Working Party – report and recommendations**
- Town Clerk and Finance Manager who have responsibility for the development and maintenance of the internal control environment and managing risks
- Independent Internal Auditor who reviews the Council's system of internal control. The Independent Internal Auditor will make written reports to the Council (in addition to the report contained in Section 4 of the Annual Governance and Accountability Return - AGAR)
- The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Finance Manager, the Town Clerk, the Chairman and the Internal Auditor. The External Auditor issues an annual audit certificate.

System of Internal Financial Control

Cash Book/Bank Reconciliations

- The cash book is kept electronically (in accounts software – Scribe), maintained up to date from original documents (cash received, invoices, payments and direct debits made and cheques as they are prepared).
- The cash book is reconciled to the bank statement at least monthly.
- Reconciled accounts are presented at each Town Council meeting for approval.

- The cash books, payments and receipts and bank reconciliation is reviewed and approved by council appointed internal scrutineer as per Financial Regulations, with reference to the underlying records (bank statements and minutes plus copies of accounts papers etc.) at least annually.
- The bank reconciliation is reported to the full Town Council and minuted as such.
- The latest financial position and movements on the Town Council's cash balances are reported at each council meeting.

Financial Regulations

- The Town Council has adopted financial regulations, based on the model version prepared by NALC/SLCC. The regulations are reviewed annually for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Town Council.
- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
- Official orders are sent to suppliers for services which are not regular in nature.

Payment Controls

- Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable.
- Payments will be listed in voucher number order in the cash books ~~and in accounts files.~~
- Every payment has a unique sequential transaction number which is matched to the payment invoice and the corresponding transaction on the bank statement.
- All invoices for payment are listed and presented for payment.
- Original invoices are available to the Councillors **and RFO** signing the cheques or authorising BACS payments.
- Cheques will be signed by two signatories, who are authorised to sign on the council's bank mandate.
- The council has an online banking system in place, for the purpose of viewing statements, transferring funds between accounts, and making Bacs Payments only once authorisation has been made (as below)
- Bacs payments are authorised to be made by two signatories, who are authorised to sign on the council's bank mandate. Upon authorisation the payment is set up on the online banking system by the Finance Manager.
- The Finance Manager under the guidance of the RFO, is authorised to set up direct debit payments. All direct debit mandates should be signed by two authorised signatories.
- The Finance Manager under the guidance of the RFO maintains control of the cheque book at all times.
- When invoices are paid by cheque, they are identified by the cheque number and referenced in the cashbook by the cheques number, as well by the unique identifier. This is cross checked with the bank statements.

VAT Repayment Claims

- The RFO along with the Finance Manager ensures that all invoices are addressed to the Town Council.
- The RFO along with the Finance Manager ensures that proper VAT invoices are received where VAT is payable.
- The RFO along with the Finance Manager maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
- A annual check is performed of the council's ability to qualify under the VAT partial exemption rules

Income Controls

- The RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council.
- The RFO along with the Finance Manager ensures that the precept instalments are received when due.
- The RFO along with the Finance Manager ensures that other receipts are received when due and correctly calculated.
- Receipts are issued for all cash received. Receipt numbers are recorded against payments.
- Income is banked promptly and intact.

Financial Reporting

- A Budget control, comparing actual receipts and payments to the budget and the previous year is prepared monthly, and presented to Full Council in advance of the meeting and minuted accordingly.
- The budget is prepared in consultation with the Town Council, as evidenced by reports and minutes.
- The precept is set on the basis of the budget based on the deadline set by Broadland District Council and, **where necessary**, the statutory deadline.

Payroll Controls

- The Clerk is paid under PAYE as an employee and the necessary system for HMRC RTI is in place.
- Other employees are paid under PAYE and the necessary system for HMRC RTI is in place.
- Salaries are set as per Contracts of Employment.
- Salaries are paid by Bacs.
- The Clerk will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.

Officers and Members Expenses

- Requests for reimbursement of monies owing by way of an expense incurred is made immediately the purchase is paid and is authorised by the RFO or an appropriate official independent of the claim.
- Expenses are paid by ~~cash, cheque and~~ Bacs and the expense is treated as an invoice for accounting purposes. **Expenses should include any VAT obligations**

Asset Control

- The RFO along with the Finance Manager maintains a full asset register.
- The existence and condition of assets is checked on a regular basis by Officers of the Town Council or as a need is identified.
- The adequacy of insurance of the Town Council's assets is considered annually in advance of the insurance renewal

Reviewed April 2025

Next Review March 2026

Item 13

Clerk's Report for the Meeting of 6th May 2026

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action Contractor appointed for dilapidation report / future programme of repairs. Initial quote received for window repair/replacement. Requested quote to isolate window in most urgent need of repair. Second quote required Boiler quotes being revisited – will need to go to sealed tender Roof repairs required to the south of the town hall. Contractor to commence works on 18 th May.
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 appointed for dilapidation report / future programme of repairs. Quotes being considered for rent revaluation
Cemetery Cottage	Contractor appointed for dilapidation report / future programme of repairs. This in the property that the contractor will start with
Cemetery	Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed.
Cittaslow	Cittaslow AGM due to be arranged.
Allotments	Review of arrangements for closure of Norwich Road to take place. Ensure the Secretary of State has signed off.
Churchyard	Churchyard committee (agenda item) Fundraiser being arranged for Memorial Garden project (9 th May). Church wall detailed specification agreed and is being considered by Broadland District Council planning department. It is hoped that this will be approved by 8 th May, after which the project can go out to sealed tender. https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAA8VMOQ0QI00
Market Place	No matters to report
Markets	All Entertainment slots have now been booked for the Food and Craft Markets. These are: 2nd May Enchanted Princesses 6th June Harp Guitarist 4th July Caricaturist 1st August Singer/Acoustic Guitarist 5th September Violinist Several market traders have accepted payments in advance to take advantage of reduced fees.
Jannys Close Community Garden	Historical information to be sought to enable land registration

Staithe	Decayed beech tree has been removed
"Little Staithe"	No matters to report
Highways	Highways engineer contacted for a possible grit bin on Buxton Road. Consultation response sent regarding speed limit reduction on section of A140. The EDP has asked for comment with regards to the objection Collapsed gullies on Penfold Street have been marked out by Highways for repair, however works done are negligible and the gullies remain badly silted.
Paupers Graveyard	Application for crown lift on an oak in the Paupers' Graveyard has been approved. The Groundsman has check for nests, but will do a second check prior to commencing any work. Area was reopened on 1 st April following temporary closure to discourage dog fouling. No antisocial behaviour reported.
Norfolk Homes large area off Mileham Drive	Maintenance team to action matters identified in RoSPA report. To prioritise safety matting repairs. Barrier installed in car park area. Green infrastructure project in place (see item 18a iv)
Recreation Ground	The Rec Comm has taken over administration works. The first part of the grant has been arranged for 1 st May (40%)
St Michael's Way	Maintenance team to action matters identified in RoSPA report.
Car Parks	SORN'd / no MOT Van back in Buttlands after being asked to move by Broadland District Council last year. Advised Broadland District Council.
Street Lighting	Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Faulty street light on the junction of Penfold Street and Church Terrace reported. Column is iron and in an extensive condition of decay and is likely to require a full replacement. Clerk to enquire of contractor why this wasn't picked up as part of contractual visual inspections. Street lighting contract comes to and end in September. New tender to be spec'd
Public Toilets	New cleaning contract starts on 1 st May. Matter of TUPE resolved.
COMMA/Archives	Impact on Archives of Town Council's IT project being reviewed. See item 17b
Litter & Dog Waste Bins	No matters to reports
Bus Shelters	Gold standard shelter outside Tesco. Real time information now in place. 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. Application for new Bus shelter on Norwich Road, outside Market surgery was successful in receiving 80% funding. PO received – clerk to place order. New bus stops along Banningham Road to support the industrial estate have been agreed by Norfolk County Council.
Pump	No matters to report
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 Contractor appointed for dilapidation report / future programme of repairs. New licenses agreed by Property committee
SAM2 and Community Speed Watch	New SAM3 sign has been received. Norfolk County Council will settle invoice as 50% from Parish partnership and 50% from ward members grant.
Vehicles	No matters to report
IT Project	Agenda item 17
Councillor Chats	To be arranged
Other Matters	Town clerk will be doing a presentation to ACT on 9 th June
Future Meetings	11 th May – 7pm - Aylsham Climate Emergency (ACE) 14 th May – 10am – Planning Committee 19 th May – 11am - Cittaslow Committee 19 th May – 6.30pm for 7pm start – Annual Town Meeting 20 th May – 7pm – Community Events

Meeting of Aylsham Town Council – 6th May 2026

Item 15 - 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. See agenda item 13*
- c. New Pavillion for the Recreation Ground.
- d. Sports and Fitness Provisions.
- e. Surfacing of Mileham Drive MUGA
- f. Surfacing of Mileham Drive Play Area
- g. Resurface/revise MUGA Car Park. **Project Completed**

Highways

- a. Transport Hub. *See agenda item 10a re: addition of sub-station to plans*
- b. Aylsham Traffic Strategy.
- c. Road Safety at Burgh Road – Zebra Crossing.

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. **Consider asking planning committee to request Ward Member calls application in for a committee decision to ensure condition against piecemeal development is put in place, this safeguarding potential s106 obligations**
- b. **Community Lending Library.**
- c. Market Place Greening. *Agenda items for Cittaslow, to discuss proposal from Green Council solutions “Install integrated rain gardens and large native planters in the market place to capture rainwater from surrounding roofs and the square itself. This reduces surface water flooding, adds year-round greenery*

and colour, demonstrates the town's commitment to the Broads environment, and enhances the setting for the weekly market.” Motion fell.

- d. Multifunction Information Centre.
- e. Council Building Disability Access Audit. **Access to Green Room has been raised as an issue.**
- f. Town Council Waste Management.

Other

- a. Neighbourhood Plan (£30,000 of CIL allocation agreed, £1,614.90 spent)

Visit Aylsham group considering reapplying for a Bank Hub. Information on cash access on their website isn't accurate. Public consultation to be considered.

Meeting of Aylsham Town Council – 6th May 2026

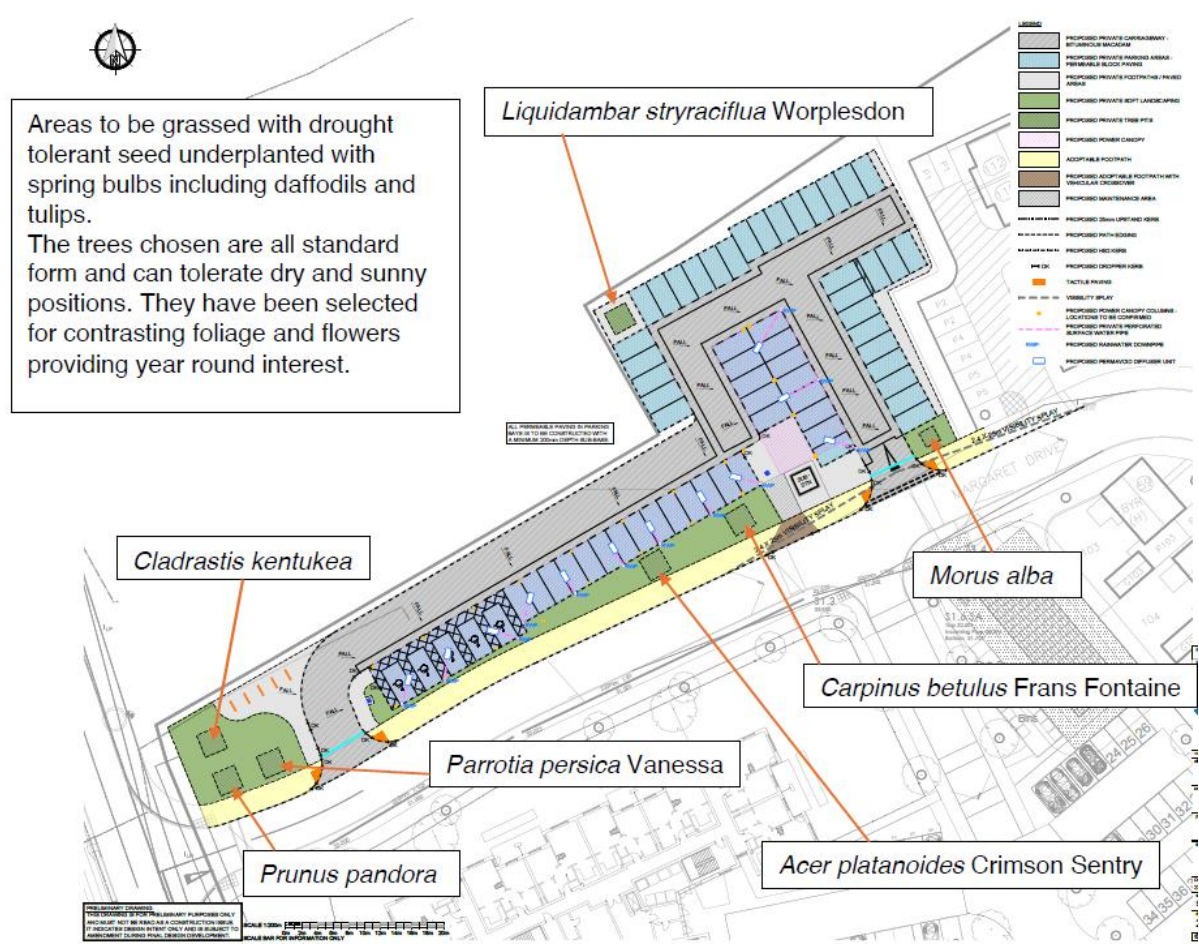
Item 16 - Highways

a) To receive update on Transport Hub and consider additional funding for extra works on the planning application

The updated planning application has been submitted, with the following comments from the planning officer which the Town Council's consultant has had to respond to (responses in blue/italics):

- 1) Additional bike stands to be shown and clearly labelled on the Proposed Block / Site Plan
Bike stands are indicted we can show additional stands
- 2) Details, including elevations, of bike stands / cycle parking
Bike stand details to be provided (Sheffield stand. We will consider adding a shelter as per comments).
- 3) Block Plan / Site Plan should clearly show and label where the solar canopies are proposed. Please note that these should ideally not be close to the boundary with adjacent residential properties
This is already shown on the block plan / drainage plan (refer to the key – columns indicated by orange circle and different hatch identified). They are in the central bays and southern bays., We haven't shown canopies on spaces along the boundary to the residential properties.
- 4) Landscaping details and permeable materials should be clearly shown on Block / Site Plan. At least they should be shown at a high level on the Block / Site Plan and then an additional Landscaping Plan could be submitted to show further details. We would want to see adequate landscaping on site so that this is not just an area of hardstanding, particularly as this is a visible site and at the entrance to a wider development.
Landscaping details to be developed and provided for the landscape areas.
- 5) Electric Vehicle Parking should be clearly shown and labelled on the Block / Site Plan
Is this essential?
- 6) The Block Plan / Site Plan should clearly show and label what the squares are towards the south and west of the site are as this is unclear
That is indicated in the key of drainage plan (tree pits)
- 7) As this is a new full planning application, it will need to deal with Biodiversity Net Gain (BNG). At present the submission appears to be silent on this. Please can you submit full BNG details including a BNG metric, BNG statement and BNG condition assessment
We have applied for exemption as the area of works being altered is considered under the threshold. The site is currently surfaced as a works compound. The site has already been assessed for bng we understand as part of the wider site assessment.
- 8) Please can some form of drainage details be provided for how the site will drain and the drainage features proposed to ensure that there will be no flooding and drainage issues on site
Drainage plan provided, FRA/Drainage strategy report provided, that outlines strategy, calcs, plans and details.

The Town Council’s consultant has suggested that the Town Council look at the more detailed landscaping. The below has been put forward from the Town Council’s Groundsman and Open Spaces officer for consideration:



The project is currently marginally overbudget, but is expected to exceed the budget more with the additional work that the consultant has had to do. Current budget:

Grant	£10,000.00
Transfer from CIL	£1,000.00
Canhams INV033517 (Liaison with NH)	£500.00
Canhams INV033517 (Develop design of hub)	£250.00
Canhams INV033587 (LLFA advice)	£239.25
Canhams INV033708 (Liaison with NH)	£250.00
Canhams INV033708 (Develop design of hub)	£1,000.00
Canhams INV033708 (Swept path plans)	£350.00
Canhams INV033708 (Surface water drainage design)	£500.00
Micro Geotechnical	£2,190.00
Canhams INV033862 (Liaison with NH)	£500.00
Canhams INV033862 (Initial work on Drainage Strategy)	£450.00
Canhams INV034076 (Surface water drainage design)	£750.00

Canhams INV034076 (Design and layout of hub)	£500.00
Canhams INV034277 (liaison with Kingspan)	£250.00
Canhams INV034464 (drainage strategy)	£1,000.00
Canhams INV034703 (transport statement)	£1,250.00
Canhams INV034703 (Surface water design)	£250.00
Canhams INV034904 (planning application fee)	£257.40
Canhams INV035016 (Sub station works)	£727.50
	£11,214.15

Bal

£-214.15

Norfolk Homes has clarified that that the proposed substation would be owned, operated and maintained by UK Power Networks.

b) To receive report from Transport Group Meeting and consider further actions

To receive verbal report. Further details under closed session (item 24)

c) To receive notification of aged Memorial Bench Project and Review Policy

The Town Council has been contacted by a parishioner who had instigated a memorial bench installation with the Town Council. The location of the bench had been agreed with highways (as detailed below):



The Clerk has been advised that the relevant application form has been completed, although yet to be located, and the project will be progressed. However, it would be useful to review the policy at this point (appended).

Council should consider whether the charges are still relevant (and the inconsistencies of sizes between the policy and the application form).

The Clerk will seek advice as to whether the charges are VATable.

AYLSHAM TOWN COUNCIL

MEMORIAL BENCH POLICY

Adopted: 11th September 2014

Reviewed February 2023

Next Review September 2027



1 INTRODUCTION

1.1 Aylsham Town Council supports the needs and principles of allowing memorial benches within the town and is mindful that these facilities are enjoyed by a wide range of people. Therefore the Town Council will ensure that the issue is managed and regulated for the mutual benefit of all.

1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

1.3 The Town Council reserves the right to refuse any application which it deems unsuitable. The decision of the Town Council will be final.

2 LOCATIONS

2.1 Council owned/managed land

2.2 Footways with necessary permission from Norfolk County Council

3 POLICY – Terms & Conditions

3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.

3.2 All memorial benches and installation costs should be paid for by the applicant prior to ordering. A maintenance fee of £100 per 10 year period is due to the Town Council prior to installation.

3.3 The Town Council will limit the number of memorial benches in particular areas.

3.4 The Town Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Town council is in possession of current contact details

3.5 The Town Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Town Clerk or another member of staff beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.

3.6 The Town Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Town Council carries out routine maintenance.

- 3.7 Benches will be of the type and colour specified by the Town Council to be in keeping with the intended location.
- 3.8 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater.
- 3.9 The Town Council in line with the current maintenance regime for benches will maintain the plaque. The Town Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 3.10 Any maintenance carried out by a third party will be in strict agreement with the Town Council and by appointment only.

4 STYLE & COST OF BENCH

4.1 Permission will only be given for the following:

- Hardwood
- Recycle Material

4.2 Charges for Memorial Bench:

	Approx
• Hardwood 6ft Bench	£ 600.00
• Recycled 5ft Bench	£ 525.00
• Installation Charge – compulsory charge	£ 50.00
• Maintenance Charge – compulsory charge	£ 100.00

Aylsham Town Council
 Town Hall
 Market Place
 Aylsham
 NR11 6EL

AYLSHAM TOWN COUNCIL

APPLICATION REQUEST FOR A MEMORIAL BENCH



Full Name: _____

Address: _____

Postcode: _____

Telephone: _____

E-mail: _____

Please notify us of any change of name or address so we can contact you if we need to.

Name of person for dedication: _____

Style of bench: Hardwood 6ft or Recycled Material 6ft

Preferred location of bench: _____

Amount enclosed: _____

Please provide and install a dedicated seat on my behalf. I agree to donate the required cost, and when the donation has been received, the dedicated seat will be ordered.

Signed: _____

Date: _____

Please supply the engraved plaque no larger than 175mm wide x 75 mm high

Please return to
Aylsham Town Council, Town Hall, Market Place, Aylsham, NR11 6EL

TOWN COUNCIL USE ONLY	
Date of Installation	
Location	
Dedicated to	

Aylsham Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
01 General Purpose	11,050.00	40,246.99	29,196.99 (264%)	78,279.56	7,085.63	71,193.93 (90%)	100,390.92
02 Town Hall	21,650.00	1,907.35	-19,742.65 (-91%)	63,900.00	2,485.76	61,414.24 (96%)	41,671.59
03 Drill Hall	82,340.00	6,965.00	-75,375.00 (-91%)	43,350.00	1,662.11	41,687.89 (96%)	-33,687.11
04 23 Market Place	5,600.00	1,023.03	-4,576.97 (-81%)	10,000.00		10,000.00 (100%)	5,423.03
05 Cemetery Cottage	9,600.00		-9,600.00 (-100%)	1,632.00		1,632.00 (100%)	-7,968.00
06 Public Toilets			0.00 (N/A)	18,400.00	1,712.64	16,687.36 (90%)	16,687.36
07 Other Properties	50.00		-50.00 (-100%)			0.00 (N/A)	-50.00
08 Cemetery	7,100.00	42.00	-7,058.00 (-99%)	9,967.00		9,967.00 (100%)	2,909.00
09 Allotments	4,000.00	469.17	-3,530.83 (-88%)	1,250.00	631.00	619.00 (49%)	-2,911.83
10 Markets	6,200.00	1,088.25	-5,111.75 (-82%)	1,950.00	772.19	1,177.81 (60%)	-3,933.94
11 Open Spaces	12,100.00		-12,100.00 (-100%)	86,872.00	25,631.60	61,240.40 (70%)	49,140.40
12 Events		210.00	210.00 (21000%)	3,003.00	275.07	2,727.93 (90%)	2,937.93
13 Churchyard			0.00 (N/A)	1,900.00	325.50	1,574.50 (82%)	1,574.50
14 Street Scene			0.00 (N/A)	36,000.00	915.75	35,084.25 (97%)	35,084.25
Earmarked Reserves			0.00 (N/A)		1,330.82	-1,330.82 (-1330%)	-1,330.82
15 Staff Costs			0.00 (N/A)	408,998.98	27,727.95	381,271.03 (93%)	381,271.03
16 Precept		313,857.50	313,857.50 (313857%)			0.00 (N/A)	313,857.50
NET TOTAL	159,690.00	365,809.29	206,119.29 (129%)	765,502.54	70,556.02	694,946.52 (90%)	901,065.81

Total for ALL Cost Centres

365,809.29

70,556.02

V.A.T.

204.61

3,618.40

GROSS TOTAL**366,013.90****74,174.42**

Aylsham Town Council

29 April 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

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	8,695.30		160.46	10,000.00	2,357.39		2,357.39	300.00	14.26		14.26		
3	CIL		29,536.52				27,019.28		27,019.28						
4	Marquee		294.27	1,371.22	1,371.22	50.00				100.00					
6	Other Income														
7	Staff Costs			87,071.00	96,355.48										
10	Office Expenses (Gen			13,000.00	20,923.07					900.00	243.55		243.55		
11	Staff Training			1,000.00	971.00					3,000.00					
13	Equipment		100.00	500.00	539.49					500.00	125.73		125.73		
14	Advertising			500.00	1,360.00					4,200.00	420.00		420.00		
15	Audit Fees			2,200.00	1,735.00					2,500.00					
16	Election			500.00						2,000.00					
17	Subscriptions & Memt			3,100.00	3,666.19					4,000.00	1,427.00		1,427.00		
18	Professional Fees			2,500.00	3,635.00					3,000.00					
19	Insurance		30.39	11,800.00	13,440.45					15,000.00					
20	Chairman's Allowance			250.00	229.55					500.00					
21	Climate Change		6,918.94	5,000.00	1,110.83		64.42		64.42		184.52		184.52		
22	Cittaslow		737.00	1,500.00	1,608.67					1,500.00	1,000.00		1,000.00		
23	Traffic Group														
24	Youth Project														
25	Communications									2,000.00					
26	Van		307.43	6,600.00	7,342.26					5,217.56	393.13		393.13		
27	Miscellaneous		30.00	500.00	619.08					250.00					
28	Councillor Training			500.00	516.00					1,000.00					
29	Archive			250.00						250.00					
30	SAM2			700.00	30.00					500.00					
161	Christmas Lights Infas		964.33	2,000.00	2,505.79	1,000.00				1,500.00					

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

162	VAT					10,805.90		10,805.90				
163	Legal Expenses	2,500.00	1,195.52						3,500.00			
176	Skate Park Fundraisin											
178	Staff Uniform / PPE		893.84					750.00	114.07		114.07	
181	Repairs & Maintenanc	4,000.00	3,595.16					4,000.00	130.06		130.06	
190	Warm Spaces											
196	Credit											
199	Community Speedwat		10.23									
200	CIL 2025/26	4,415.68										
204	ACE - Pallet Fund		884.22						61.22		61.22	
205	ACE Film Screening	893.50	224.25									
207	CCTV	3,000.00	2,615.00									
209	Visit Aylsham	1,000.00	1,606.00	2,408.00				1,606.00				
216	Telephone and Broadt							7,734.00	350.59		350.59	
217	Office Software							5,000.00	1,082.72		1,082.72	
218	Printing and Secure D							2,250.00	363.90		363.90	
219	IT Support							3,723.00	361.96		361.96	
220	Website (Town Counci							499.00	185.82		185.82	
221	Stationery & Postage							1,000.00				
SUB TOTAL		148,520.00	190,511.36	151,948.22	169,945.76	11,050.00	40,246.99	40,246.99	78,279.56	6,458.53	6,458.53	

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
02 Town Hall		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	400.00		400.00						
43	Curtains	500.00				100.00									
44	Hirings - Town Hall	20,000.00	23,137.08		142.00	20,250.00	1,507.35		1,507.35						
45	Staff Costs			37,050.00	40,446.83										

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

48	Utilities		8,000.00	15,080.30			15,000.00	1,980.78	1,980.78		
49	Rates		17,800.00	18,602.72			19,000.00				
50	Cleaning/Sanitary/Refi		8,500.00	7,791.97			9,000.00	504.98	504.98		
51	Repairs & Maintenanc		5,000.00	3,359.51			18,500.00				
52	Licensing		500.00	1,327.20			1,500.00				
53	Furniture		500.00	94.91			500.00				
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								
SUB TOTAL		77,750.00	70,212.08	97,750.00	87,030.44	21,650.00	1,907.35	1,907.35	63,900.00	2,485.76	2,485.76

Last Year 2025-2026

Current Year 2026-2027

Next Year

03 Drill Hall

Code	Title	Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
61	Storage Rent	800.00	545.00			650.00	40.00		40.00						
62	Hirings - Drill Hall	33,000.00	38,427.00			34,000.00	6,925.00		6,925.00						
63	Staff Costs			41,435.00	45,407.67										
66	Broadband			600.00	500.00					650.00					
67	Utilities			10,000.00	11,785.40					13,000.00	1,129.91		1,129.91		
68	PWLB			18,300.00	18,009.77					18,000.00					
69	Rates		4,030.21	5,500.00	3,493.00					3,750.00					
70	Cleaning/Sanitary/Refi			3,500.00	2,717.73					4,000.00	138.80		138.80		
71	Repairs & Maintenanc			1,000.00	3,521.28					2,000.00	393.40		393.40		
72	Licensing			150.00	215.42					1,000.00					
73	Furniture			500.00						500.00					
74	Other Income														
166	Incidentals			250.00	7.47					250.00					

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

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	85,842.74	34,650.00	6,965.00	6,965.00	43,350.00	1,662.11	1,662.11		

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	1,023.03		1,023.03						
169	23 Market Place Repa			400.00						10,000.00					
SUB TOTAL		5,600.00	5,675.03	400.00		5,600.00	1,023.03		1,023.03	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		699.88	9,600.00									
82	Repairs/Maintenance			500.00	404.07					600.00					
203	Miscellaneous														
206	Management Fees				433.21					1,032.00					
SUB TOTAL		7,000.00	8,049.06	500.00	1,537.16	9,600.00				1,632.00					

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	937.64		937.64		
86	Repairs & Maintenanc			400.00	171.76					400.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

87	Sanitary/Refuse/Mater	2,000.00	14.39		2,000.00									
88	Cleaning Contract	9,500.00	9,111.95		9,500.00	775.00				775.00				
SUB TOTAL		18,400.00	14,566.45		18,400.00	1,712.64				1,712.64				

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									
185	Precept	9,000.00	8,962.00												
SUB TOTAL		9,050.00	9,012.00	8,461.00	13,326.21	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									
97	Memorials & Inscriptio	1,000.00	2,330.00		150.00	1,500.00	42.00		42.00						
98	Exclusive Rights	2,500.00	4,550.00			2,500.00									
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					
104	Drive Maintenance			500.00						500.00					
105	Grounds Maintenance			500.00	175.00					3,972.00					
106	Grass Cutting			3,045.00						3,045.00					
107	Repairs & Maintenan			500.00	24.16					250.00					
108	Equipment Loan (Gras														
109	Petrol Costs Grass Cu														

Aylsham Town Council

29 April 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

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	42.00		42.00	9,967.00				

		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	69.17		69.17		1.82		1.82		
112	Repairs & Maintenan			500.00	361.73					750.00	89.18		89.18		
113	Grass Cutting			508.00											
114	Staff Costs			34,000.00	31,818.11										
115	Equipment Loan (Gras														
116	Petrol Costs Grass Cu														
118	Rent-National Trust			275.00	300.00					300.00					
180	Water			100.00	313.95					200.00					
187	Precept	30,880.00	30,884.00												
SUB TOTAL		35,380.00	35,667.78	35,383.00	32,794.89	4,000.00	69.17		69.17	1,250.00	91.00		91.00		

		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	815.50		815.50		0.76		0.76		
121	Farmers Market Rent	3,000.00	643.98			1,200.00	272.75		272.75						
122	Rates			1,500.00	1,397.20					1,500.00					
123	Repairs/Maintenance/									250.00					
124	Licensing			200.00						200.00					
170	Market Place Sundries			700.00	266.76										
171	Market Place Advertisi										770.00		770.00		

Aylsham Town Council

29 April 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

208	Card Charges Market				2.86					1.43			1.43
SUB TOTAL		9,000.00	5,481.35	2,400.00	1,668.85	6,200.00	1,088.25	1,088.25	1,950.00	772.19		772.19	

		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 - Highway		12,084.07	5,243.00		12,100.00				2,979.00					
127	Recreation Ground	9,000.00	1,697.73	66,500.00	45,547.73					51,000.00					
128	Staff Costs	9,000.00	4,500.00	84,375.00	89,135.02										
131	Equipment			4,500.00	2,961.90					4,500.00	27.93		27.93		
132	Repairs & Maintenan		332.00	500.00	727.67					600.00	49.23		49.23		
133	In House Grass Reser	15,000.00													
134	Tree Maintenance			15,000.00	9,363.31					15,000.00	2,717.00		2,717.00		
135	St Michaels Developm				430.50					1,000.00					
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					
140	Town Sign/Noticeboar									250.00					
141	Other Green Areas									500.00					
143	Pump									500.00					
144	Equipment Loan (Gras				16,005.00					7,944.00	1,555.00		1,555.00		
148	Petrol costs Grass Cur				2,300.77						169.64		169.64		
149	Verges - Equipment Lc														
150	Verges - Petrol Costs														
172	Replacement Furniture			500.00						500.00					
188	Precept	159,220.00	159,228.00												
197	Recreation Grounds M		16.00		2,251.00										

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

SUB TOTAL	192,220.00	177,857.80	177,118.00	170,205.10	12,100.00	86,872.00	4,518.80	4,518.80
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		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		210.00		210.00	2,000.00	260.91		260.91		
177	Christmas Events		1,586.19	1,003.00	2,876.84					1,003.00					
191	Events										14.16		14.16		
SUB TOTAL			3,412.42	3,003.00	6,439.15		210.00		210.00	3,003.00	275.07		275.07		

		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 Ma		2,000.00	4,000.00	1,541.00										
146	Clock			300.00	280.00					600.00					
147	Lychgate			100.00						500.00					
157	Repairs & Maintenanc				1,864.52					550.00					
168	Grass Cutting			1,015.00											
182	Grounds Maintenance				172.83										
198	Staff Costs			10,858.00	11,739.17										
201	Precept	16,415.00	16,374.00												
SUB TOTAL		16,415.00	18,374.00	16,373.00	15,597.52					1,900.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

		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	915.75		915.75		
152	Street Lighting Mainte			3,000.00	2,676.12					10,000.00					
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 Column			1,500.00						10,000.00					
173	LED Replacement Proc														
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	1,628.55		1,628.55		

		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)									195,892.25	11,193.27		11,193.27		
214	Staff Costs (Maintenar									213,106.73	16,534.68		16,534.68		
SUB TOTAL										408,998.98	27,727.95		27,727.95		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/04/2026)

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
215	Precept					627,715.00	313,857.50		313,857.50						
SUB TOTAL						627,715.00	313,857.50		313,857.50						

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
5	Recycling Credits/Bott		2,238.59		393.84						47.90		47.90		
117	Allotment Deposits		1,425.00		691.69		400.00		400.00		540.00		540.00		
193	Grants and Donations			344.14	344.14										
202	Transport		10,000.00		10,486.65						727.50		727.50		
210	IT Improvement Project				7,203.60						603.32		603.32		
211	EMR Green Infrastructure				227.55										
212	EMR Neighbourhood I				1,035.70						579.20		579.20		
222	Church Wall Reserve										325.50		325.50		
SUB TOTAL			13,663.59	344.14	20,383.17		400.00		400.00		2,823.42		2,823.42		

Summary

TOTAL	645,180.00	700,126.98	655,322.36	679,184.89	739,715.00	365,809.29		365,809.29	765,502.54	50,156.02		50,156.02			
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Aylsham Town Council

29 April 2026 (2026-2027)

Listing of Payments in each Code for All Cost Centres

(Between 25-03-2026 and 28-04-2026)

Cost 01 General Purpose

2 Bank Interest /Charges

Date	Invoice No	Description	Supplier	Net	Vat	Total
08/04/2026		Bank Charges	Barclays Bank	14.09		14.09
02/04/2026		Bank Charges	Sumup	0.17		0.17
Subtotal for Code: Bank Interest /Charges				£14.26		£14.26

10 Office Expenses (Gene

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026		Various	Barclaycard	168.42	33.68	202.10
09/04/2026		Various	Barclaycard	25.25		25.25
16/04/2026	1812734	Water Machine	Cooleraid	22.41	4.48	26.89
16/04/2026	1812733	Water Machine	Cooleraid	7.47	1.49	8.96
21/04/2026	10028910	Office Expenses	J B Postle	20.00	4.00	24.00
Subtotal for Code: Office Expenses (Gener				£243.55	£43.65	£287.20

13 Equipment

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026		Various	Barclaycard	125.73	25.15	150.88
Subtotal for Code: Equipment				£125.73	£25.15	£150.88

14 Advertising

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	0013754	Advertising	Just Regional	210.00	42.00	252.00
21/04/2026	0013834	Advertising	Just Regional	210.00	42.00	252.00
Subtotal for Code: Advertising				£420.00	£84.00	£504.00

17 Subscriptions & Memb

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	30643	Subscriptions & Memberships	Norfolk Parish Training	575.00	115.00	690.00
21/04/2026	REG17477977	Subscriptions & Memberships	NAPIT	585.00	117.00	702.00
21/04/2026	5062/2026/27	Subscriptions & Memberships	Institute of Cemetery and Cremato	110.00		110.00
22/04/2026	16839	Subscriptions & Memberships	Civic.ly	157.00	31.40	188.40
Subtotal for Code: Subscriptions & Member				£1,427.00	£263.40	£1,690.40

21 Climate Change

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	125398	ACE	Repairs & Maintenance	184.52	36.90	221.42
Subtotal for Code: Climate Change				£184.52	£36.90	£221.42

22 Cittaslow

Date	Invoice No	Description	Supplier	Net	Vat	Total
16/04/2026	521	Cittaslow	Mik Richardson	1,000.00		1,000.00
Subtotal for Code: Cittaslow				£1,000.00		£1,000.00

26 Van

Date	Invoice No	Description	Supplier	Net	Vat	Total
20/04/2026	22653818	Van	ALD Automotive	393.13	78.63	471.76
Subtotal for Code: Van				£393.13	£78.63	£471.76

178 Staff Uniform / PPE

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026		Various	Barclaycard	114.07	22.82	136.89
Subtotal for Code: Staff Uniform / PPE				£114.07	£22.82	£136.89

181 Repairs & Maintenance

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	125537	Repairs & Maintenance	S & M Supplies	45.98	9.19	55.17
28/04/2026	126108	Repairs & Maintenance	S & M Supplies	84.08	16.82	100.90
Subtotal for Code: Repairs & Maintenance				£130.06	£26.01	£156.07

204 ACE - Pallet Fund

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	93441046	Blister packs	Starlings Transport	61.22	12.24	73.46
Subtotal for Code: ACE - Pallet Fund				£61.22	£12.24	£73.46

216 Telephone and Broadb

Date	Invoice No	Description	Supplier	Net	Vat	Total
01/04/2026	051017020259	Telephone & Broadband	Shire Leasing	312.33	62.47	374.80
21/04/2026		Telephone & Broadband	EE Limited	38.26	7.65	45.91
		Subtotal for Code: Telephone and Broadba		£350.59	£70.12	£420.71

217 Office Software

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026		Various	Barclaycard	83.32	16.67	99.99
09/04/2026	4046006	Staff Costs	Brightpay	4.20	0.84	5.04
01/04/2026	16004	Computer/IT	Scribe	52.00	10.40	62.40
01/04/2026	17681	Computer/IT	Scribe	36.00	7.20	43.20
16/04/2026	15280	Subscriptions & Memberships	Scribe	907.20	181.44	1,088.64
		Subtotal for Code: Office Software		£1,082.72	£216.55	£1,299.27

218 Printing and Secure De

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	1088773	Office Expenses	Shred Station	89.75	17.95	107.70
09/04/2026	240603	Photocopy Expenses	Mayday	22.00	4.40	26.40
16/04/2026	1092706	Office Expenses	Shred Station	57.15	11.43	68.58
20/04/2026		Photocopy Expenses	BNP Paribas Leasing Solutions	195.00	39.00	234.00
		Subtotal for Code: Printing and Secure Des		£363.90	£72.78	£436.68

219 IT Support

Date	Invoice No	Description	Supplier	Net	Vat	Total
14/04/2026	819321	Computer/IT	Intouch	62.50	12.50	75.00
21/04/2026	819812	Computer/IT	Intouch	14.50	2.90	17.40
22/04/2026	819833	Computer/IT	Intouch	119.90	23.98	143.88
		Subtotal for Code: IT Support		£196.90	£39.38	£236.28

220 Website (Town Council

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	2086	Website	Steve Jackman	183.33	36.67	220.00
01/04/2026	23839	Website	Hugo Fox Ltd	2.49	0.50	2.99
		Subtotal for Code: Website (Town Council)		£185.82	£37.17	£222.99
		Subtotal for Cost Centre: 01 General Purpose		6,293.47	1,028.80	7,322.27

Cost 02 Town Hall**48 Utilities**

Date	Invoice No	Description	Supplier	Net	Vat	Total
21/04/2026	16409597	Water	Wave	148.56		148.56
22/04/2026	16410799	Water	Wave	251.89		251.89
24/04/2026	1-02053018	Gas	Engie Gas Limited	62.66	12.53	75.19
24/04/2026	1-02053016	Gas	Engie Gas Limited	609.90	121.98	731.88
		Subtotal for Code: Utilities		£1,073.01	£134.51	£1,207.52

50 Cleaning/Sanitary/Refu

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	33128111	Cleaning/Sanitary/Refuse	Nisbets	4.99	0.99	5.98
09/04/2026		Various	Barclaycard	24.99	5.00	29.99
27/04/2026	283T021405	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	475.00	95.00	570.00
		Subtotal for Code: Cleaning/Sanitary/Refus		£504.98	£100.99	£605.97
		Subtotal for Cost Centre: 02 Town Hall		1,577.99	235.50	1,813.49

Cost 03 Drill Hall**67 Utilities**

Date	Invoice No	Description	Supplier	Net	Vat	Total
24/04/2026	1-02053015	Gas	Engie Gas Limited	419.73	83.95	503.68
		Subtotal for Code: Utilities		£419.73	£83.95	£503.68

70 Cleaning/Sanitary/Refu

Date	Invoice No	Description	Supplier	Net	Vat	Total
27/04/2026	283T021404	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	138.80	27.76	166.56
		Subtotal for Code: Cleaning/Sanitary/Refus		£138.80	£27.76	£166.56

71 Repairs & Maintenance

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	7949	Repairs & Maintenance	Ace Fire	393.40	78.68	472.08
		Subtotal for Code: Repairs & Maintenance		£393.40	£78.68	£472.08
		Subtotal for Cost Centre: 03 Drill Hall		951.93	190.39	1,142.32

Cost 06 Public Toilets**85 Utilities**

Date	Invoice No	Description	Supplier	Net	Vat	Total
22/04/2026	16410866	Water	Wave	731.33		731.33
			Subtotal for Code: Utilities	£731.33		£731.33

88 Cleaning Contract

Date	Invoice No	Description	Supplier	Net	Vat	Total
16/04/2026	INV-1110	Toilet Contract Cleaning	Barnett's Cleaning	775.00	155.00	930.00
			Subtotal for Code: Cleaning Contract	£775.00	£155.00	£930.00
			Subtotal for Cost Centre: 06 Public Toilets	1,506.33	155.00	1,661.33

Cost 09 Allotments**111 Rents Received**

Date	Invoice No	Description	Supplier	Net	Vat	Total
22/04/2026	2533	Bank Charges	Sumup	1.82		1.82
			Subtotal for Code: Rents Received	£1.82		£1.82

112 Repairs & Maintenance

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026		Various	Barclaycard	89.18	17.84	107.02
			Subtotal for Code: Repairs & Maintenance	£89.18	£17.84	£107.02
			Subtotal for Cost Centre: 09 Allotments	91.00	17.84	108.84

Cost 10 Markets**120 Market Rents**

Date	Invoice No	Description	Supplier	Net	Vat	Total
27/04/2026		Market Rent	Sumup	0.76		0.76
			Subtotal for Code: Market Rents	£0.76		£0.76

171 Market Place Advertising

Date	Invoice No	Description	Supplier	Net	Vat	Total
16/04/2026		Farmers Market	AB Enchanted	370.00		370.00
16/04/2026	803	Farmers Market	Coley The Norfolk Artist (Caricature)	400.00		400.00
			Subtotal for Code: Market Place Advertising	£770.00		£770.00

208 Card Charges Market

Date	Invoice No	Description	Supplier	Net	Vat	Total
16/04/2026		Bank Charges	Sumup	0.84		0.84
22/04/2026	Receipt 32	Bank Charges	Sumup	0.59		0.59
			Subtotal for Code: Card Charges Market	£1.43		£1.43
			Subtotal for Cost Centre: 10 Markets	772.19		772.19

Cost 11 Open Spaces**131 Equipment**

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	GB6T8C4ABEY	Equipment	Amazon	27.93	5.59	33.52
			Subtotal for Code: Equipment	£27.93	£5.59	£33.52

132 Repairs & Maintenance

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026		Various	Barclaycard	26.65	5.33	31.98
16/04/2026	I25868	Repairs & Maintenance	S & M Supplies	22.58	4.52	27.10
			Subtotal for Code: Repairs & Maintenance	£49.23	£9.85	£59.08

134 Tree Maintenance

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	42-26	Tree Maintenance	M J Tree Services Ltd	2,717.00	543.40	3,260.40
			Subtotal for Code: Tree Maintenance	£2,717.00	£543.40	£3,260.40

144 Equipment Loan (Grass)

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	407981	Grass Cutting	Ben Burgess	1,555.00	311.00	1,866.00
			Subtotal for Code: Equipment Loan (Grass)	£1,555.00	£311.00	£1,866.00

148 Petrol costs Grass Cut

Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026		Various	Barclaycard	169.64	33.93	203.57
			Subtotal for Code: Petrol costs Grass Cutting	£169.64	£33.93	£203.57
			Subtotal for Cost Centre: 11 Open Spaces	4,518.80	903.77	5,422.57

Cost 12 Events

160 General Events						
Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026		Various	Barclaycard	99.26	19.85	119.11
09/04/2026		Various	Barclaycard	-46.35		-46.35
28/04/2026		Craft Fair Table Charge	The Tomato Cart	20.00		20.00
28/04/2026		Craft Fair Table Charge	Lynda Amey	20.00		20.00
28/04/2026		Craft Fair Table Charge	Bernadette Marshall	20.00		20.00
28/04/2026	MDW 024 2026	General Events	Miniture Donkeys for Wellbeing Ltd	148.00		148.00
			Subtotal for Code: General Events	£260.91	£19.85	£280.76

191 Events						
Date	Invoice No	Description	Supplier	Net	Vat	Total
28/04/2026	GB60099E7CEJ71	General Events	Amazon	14.16	2.83	16.99
			Subtotal for Code: Events	£14.16	£2.83	£16.99
			Subtotal for Cost Centre: 12 Events	275.07	22.68	297.75

Cost 14 Street Scene

151 Utilities						
Date	Invoice No	Description	Supplier	Net	Vat	Total
23/04/2026	IN15223605	Electricity	N Power Commercial	915.75	183.15	1,098.90
			Subtotal for Code: Utilities	£915.75	£183.15	£1,098.90

153 Street Lighting Inspect						
Date	Invoice No	Description	Supplier	Net	Vat	Total
28/04/2026	0556	Street Lighting Inspection	T T Jones Electrical Ltd	712.80	142.56	855.36
			Subtotal for Code: Street Lighting Inspectio	£712.80	£142.56	£855.36
			Subtotal for Cost Centre: 14 Street Scene	1,628.55	325.71	1,954.26

Cost Earmarked Reserves

5 Recycling Credits/Bottl						
Date	Invoice No	Description	Supplier	Net	Vat	Total
28/04/2026	SIV002167	Bottle Bank	URM	47.90	9.58	57.48
			Subtotal for Code: Recycling Credits/Bottle	£47.90	£9.58	£57.48

117 Allotment Deposits						
Date	Invoice No	Description	Supplier	Net	Vat	Total
16/04/2026		Allotment deposit	allotment tenant	200.00		200.00
16/04/2026		Allotment deposit	allotment tenant	107.50		107.50
16/04/2026		Allotment deposit	allotment tenant	125.00		125.00
21/04/2026		Allotment deposit	allotment tenant	107.50		107.50
			Subtotal for Code: Allotment Deposits	£540.00		£540.00

202 Transport						
Date	Invoice No	Description	Supplier	Net	Vat	Total
16/04/2026	INV035016	Norwich Road Transport Hub	Canham Consulting	727.50	145.50	873.00
			Subtotal for Code: Transport	£727.50	£145.50	£873.00

210 IT Improvement Project						
Date	Invoice No	Description	Supplier	Net	Vat	Total
21/04/2026	GB6VM5DABEY	IT Improvements	Amazon	306.92	61.38	368.30
28/04/2026	GB6003S9RS3DBI	IT Improvements	Amazon	241.66	48.33	289.99
28/04/2026	GB6WQ7QABEY	IT Improvements	Amazon	28.27	5.65	33.92
28/04/2026	GB60002421F3DI	IT Improvements	Amazon	26.47	5.29	31.76
			Subtotal for Code: IT Improvement Project	£603.32	£120.65	£723.97

212 EMR Neighbourhood P						
Date	Invoice No	Description	Supplier	Net	Vat	Total
09/04/2026	03/26/AYLS	Professional charges	Compass Point	579.20		579.20
			Subtotal for Code: EMR Neighbourhood Pl:	£579.20		£579.20

222 Church Wall Reserve						
Date	Invoice No	Description	Supplier	Net	Vat	Total
16/04/2026	137791	Church Wall	Rossi Long Consulting Ltd	325.50	65.10	390.60
			Subtotal for Code: Church Wall Reserve	£325.50	£65.10	£390.60
			Subtotal for Cost Centre: Earmarked Reserves	2,823.42	340.83	3,164.25

Aylsham Town Council

29 April 2026 (2026-2027)

Listing of Receipts in each Code for All Cost Centres

(Between 25-03-2026 and 28-04-2026)

Cost 01 General Purpose

2 Bank Interest /Charges

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
22/04/2026		Bank Interest Received	CCLA	Z	754.02		754.02
		Subtotal for Code:	Bank Interest /Charges		£754.02		£754.02

3 CIL

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
24/04/2026		CIL	Broadland District Council	Z	27,019.28		27,019.28
		Subtotal for Code:	CIL		£27,019.28		£27,019.28

21 Climate Change

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
16/04/2026		Blister packs	ACE Group	Z	34.42		34.42
16/04/2026		Donations Received	ACE Group	Z	30.00		30.00
		Subtotal for Code:	Climate Change		£64.42		£64.42

162 VAT

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
27/04/2026		VAT	HMRC	Z	10,805.90		10,805.90
		Subtotal for Code:	VAT		£10,805.90		£10,805.90
		Subtotal for Cost Centre:	01 General Purpose		38,643.62		38,643.62

Cost 02 Town Hall

42 Storage Rent

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
07/04/2026	2025-2026/2526	Storage Rent	Town Hall Hirer	Z	150.00		150.00
02/04/2026	2025-2026/2523	Storage Rent	Town Hall Hirer	Z	50.00		50.00
15/04/2026	2025-2026/2525	Storage Rent	Town Hall Hirer	Z	150.00		150.00
28/04/2026	2025-2026/2527	Storage Rent	Town Hall Hirer	Z	50.00		50.00
		Subtotal for Code:	Storage Rent		£400.00		£400.00

44 Hirings - Town Hall

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
07/04/2026	2025-2026/2530	Hirings	Town Hall Hirer	Z	48.00		48.00
02/04/2026	2025-2026/2514	Hirings	Town Hall Hirer	Z	36.00		36.00
15/04/2026	2026-2027/2536	Hirings	Town Hall Hirer	Z	90.00		90.00
15/04/2026	2025-2026/2498	Hirings	Town Hall Hirer	Z			
15/04/2026	2025-2026/2498	Hirings	Town Hall Hirer	Z	375.00		375.00
14/04/2026	2025-2026/2530	Hirings	Town Hall Hirer	Z	50.00		50.00
13/04/2026	2025-2026/2518	Hirings	Town Hall Hirer	Z	128.00		128.00
13/04/2026	2026-2027/2537	Hirings	Town Hall Hirer	Z	24.00		24.00
21/04/2026	2025-2026/2513	Hirings	Town Hall Hirer	Z	336.00		336.00
21/04/2026	2025-2026/2513	Hirings	Town Hall Hirer	Z	78.00		78.00
15/04/2026	2025-2026/2516	Hirings	Town Hall Hirer	Z	48.00		48.00
28/04/2026	2026-2027/2567	Hirings	Town Hall Hirer	Z	48.00		48.00
28/04/2026	2025-2026/2521	Hirings	Town Hall Hirer	Z	36.00		36.00
		Subtotal for Code:	Hirings - Town Hall		£1,297.00		£1,297.00
		Subtotal for Cost Centre:	02 Town Hall		1,697.00		1,697.00

Cost 03 Drill Hall

61 Storage Rent

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
15/04/2026	2025-2026/2457	Hirings	Drill Hall Hirer	Z	20.00		20.00
15/04/2026	2025-2026/2504	Hirings	Drill Hall Hirer	Z	20.00		20.00
		Subtotal for Code:	Storage Rent		£40.00		£40.00

62 Hirings - Drill Hall

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
09/04/2026	2025-2026/2508	Hirings	Drill Hall Hirer	Z	60.00		60.00

07/04/2026	2025-2026/2455	Hirings	Drill Hall Hirer	Z	20.00		20.00
07/04/2026	2025-2026/2455	Hirings	Drill Hall Hirer	Z	90.00		90.00
07/04/2026	2025-2026/2505	Hirings	Drill Hall Hirer	Z	500.00		500.00
01/04/2026	2025-2026/2510	Hirings	Drill Hall Hirer	Z	150.00		150.00
01/04/2026	2025-2026/2510	Hirings	Drill Hall Hirer	Z	60.00		60.00
01/04/2026	2025-2026/2510	Hirings	Drill Hall Hirer	Z	15.00		15.00
02/04/2026	2025-2026/2462	Hirings	Drill Hall Hirer	Z	200.00		200.00
15/04/2026	2025-2026/2457	Hirings	Drill Hall Hirer	Z	120.00		120.00
15/04/2026	2025-2026/2504	Hirings	Drill Hall Hirer	Z	90.00		90.00
15/04/2026	2025-2026/2512	Hirings	Drill Hall Hirer	Z	135.00		135.00
14/04/2026	2026-2027/2538	Hirings	Drill Hall Hirer	Z	30.00		30.00
22/04/2026	2026-2027/2532	Hirings	Drill Hall Hirer	Z	5,065.00		5,065.00
17/04/2026	2025-2026/2480	Hirings	Drill Hall Hirer	Z	40.00		40.00
28/04/2026	2025-2026/2507	Hirings	Drill Hall Hirer	Z	45.00		45.00
23/04/2026	2025-2026/2500	Hirings	Drill Hall Hirer	Z	250.00		250.00
23/04/2026	2025-2026/2500	Hirings	Drill Hall Hirer	Z	25.00		25.00
23/04/2026	2026-2027/2550	Hirings	Alexandra Watson Fitness	Z	30.00		30.00
				Subtotal for Code: Hirings - Drill Hall	£6,925.00		£6,925.00
				Subtotal for Cost Centre: 03 Drill Hall	6,965.00		6,965.00

Cost 08 Cemetery

97 Memorials & Inscriptions

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
17/04/2026	2026-2027/2540	Memorials & Inscriptions	Rob Wells	Z	42.00		42.00
				Subtotal for Code: Memorials & Inscriptions	£42.00		£42.00
				Subtotal for Cost Centre: 08 Cemetery	42.00		42.00

Cost 09 Allotments

111 Rents Received

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
14/04/2026	2026-2027/2534	Allotments	allotment tenant	Z	25.00		25.00
13/04/2026	2026-2027/2535	Allotments	allotment tenant	Z	7.50		7.50
22/04/2026	2025-2026/2497	Allotments	allotment tenant	Z	29.17		29.17
22/04/2026	2026-2027/2533	Allotments	allotment tenant	Z	7.50		7.50
				Subtotal for Code: Rents Received	£69.17		£69.17
				Subtotal for Cost Centre: 09 Allotments	69.17		69.17

Cost 10 Markets

120 Market Rents

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
09/04/2026		Market Rent	Market Stall Holder	Z	368.00		368.00
01/04/2026		Market Rent	Market Stall Holder	Z	107.50		107.50
02/04/2026		Market Rent	Market Stall Holder	Z	10.00		10.00
16/04/2026		Market Rent	Market Stall Holder	Z	100.00		100.00
16/04/2026		Market Rent	Market Stall Holder	Z	50.00		50.00
22/04/2026		Market Rent	Market Stall Holder	Z	35.00		35.00
27/04/2026		Market Rent	Market Stall Holder	Z	45.00		45.00
23/04/2026		Market Rent	Market Stall Holder	Z	100.00		100.00
				Subtotal for Code: Market Rents	£815.50		£815.50

121 Farmers Market Rent

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
02/04/2026		Farmers Market	Market Stall Holder	Z	74.25		74.25
16/04/2026		Farmers Market	Market Stall Holder	Z	55.50		55.50
15/04/2026		Farmers Market	Market Stall Holder	Z	143.00		143.00
				Subtotal for Code: Farmers Market Rent	£272.75		£272.75
				Subtotal for Cost Centre: 10 Markets	1,088.25		1,088.25

Cost 12 Events

160 General Events

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
01/04/2026		Donations Received	Aylsham Dental Practise	E	150.00		150.00
17/04/2026	2025-2026/2529	Donations Received	CVS Vets	Z	40.00		40.00
17/04/2026		Craft Fair Table Charge	The Tomato Cart	Z	20.00		20.00
				Subtotal for Code: General Events	£210.00		£210.00
				Subtotal for Cost Centre: 12 Events	210.00		210.00

Cost 16 Precept

215 Precept

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
27/04/2026		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

Cost Earmarked Reserves

117 Allotment Deposits

Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
14/04/2026	2026-2027/2534	Allotments	Allotment Deposits to EMR	Z	100.00		100.00
13/04/2026	2026-2027/2535	Allotments	Allotment Deposits to EMR	Z	100.00		100.00
22/04/2026	2025-2026/2497	Allotments	Allotment Deposits to EMR	Z	100.00		100.00
22/04/2026	2026-2027/2533	Allotments	Allotment Deposits to EMR	Z	100.00		100.00
			Subtotal for Code: Allotment Deposits		£400.00		£400.00
			Subtotal for Cost Centre: Earmarked Reserves		400.00		400.00

TOTALS £362,972.54 £362,972.54

Created by  Scribe

Aylsham Town Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	4,829.32		47.90		4,781.42
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			8,500.00
Town Hall	29,500.00	-10,600.00			18,900.00
Properties					0.00
Public Toilets	2,500.00				2,500.00
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		325.50		57,638.50
Street Furniture	7,068.70				7,068.70
Allotment Deposits	7,418.31		540.00	400.00	7,278.31
Hall Hire Deposit					0.00
CIL	668.36				668.36
Cemetery Cottage	10,000.00				10,000.00
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		245.74	64.42	5,438.53
ACE Events	669.25				669.25
CIL 2025.2026	33,952.20	27,019.28			60,971.48
Transport Hub Reserve	513.35		727.50		-214.15
Neighbourhood Plan	28,964.30		579.20		28,385.10
IT Reserve	12,796.40	1,000.00	603.32		13,193.08
23 Market Place	5,600.00	-2,000.00			3,600.00
Green Infrastructure and Veolia	5,497.45				5,497.45
Visit Aylsham	4,248.00				4,248.00
Total Earmarked	386,260.36	-5,280.72	3,069.16	464.42	378,374.90
TOTAL RESERVE	386,260.36	-5,280.72	3,069.16	464.42	378,374.90

Aylsham Town Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
GENERAL FUND					330,398.54
TOTAL FUNDS					708,773.44

Meeting of Aylsham Town Council

Item 17f – Confirmation of Insurance Cover

Confirmation of the Town Council's insurance schedule, until 30th September 2026 is as follows (policy ref: 9658598 Hiscox Insurance Company Ltd :

Employers Liability

Public & Products Liability

Property / Buildings

Contents

Property Away from the Premises

Business Interruption

Officials and Trustees Indemnity

Commercial Legal Protection

Personal Accident

Crisis Containment

Insurance for use on the road for WO25 ADV (van) and AU73 BNE (John Deere 1570). Policy Number AGRI/101827/2025 MSIG Europe t/as Countrywise insurance)

Meeting of Aylsham Town Council

Item 17g To review banking arrangements

Report Author: Faye LeBon

As part of Financial Regulations, banking arrangements should be reviewed annually by the Council.

The signatories on the current bank accounts are:

Barclays:

Kay Montandon

Cheryl Bould

Trevor Bennett

The Office Manager

The Finance Officer

The Town Clerk

Redwood:

Cheryl Bould

The Office Manager

The Finance Officer

The Town Clerk

Recommend this be amended to include another councillor.

CCLA:

The Office Manager

The Finance Officer

The Town Clerk

Kay Montandon

Cheryl Bould

Shawbrook:

Trevor Bennett

Mary Evans

1 x former councillor

Mandate change in process to remove former councillor and to include the Town Clerk and Kay Montandon

Barclaycard:

Former town clerk has been removed as an administrator and card suspended.

Recommend process reviewed to include individual members of staff with their own cards and limits, rather than one card shared in the office



Minutes of the **Aylsham Climate Emergency Group Meeting held on 8th April 2026**



Present:

Sue Catchpole
Michael Dolling
Shelley Hudson

Bryce Davies
Michael Goodwin
Yvonne Stewart

Heather Davies-Walters
Louise Harlow

Also Present: Faye LeBon (Town Clerk).

It was **agreed** that Sue Catchpole would chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Grizelda Tyler, Catherine Fletcher, Kate MacKenzie and Kay Montandon.

2. To Receive Declarations of Interest and Requests for Dispensation

None received.

3. To Agree the Minutes of the 2nd March 2026

The minutes of the meeting held on 2nd March 2026 were **agreed** as a true record of the business conducted at the meeting.

4. To Note Matters Arising from the Minutes, not Included on the Agenda

No matters raised.

5. Existing Projects.

a) To receive update and agree project for further Green Infrastructure funding

Yvonne updated the group on the projects that are being put together for Green Infrastructure Funding. These are:

- Infrastructure to create 'Swift Streets'
- Wildflower and bulb planning at Old Station Yard, Henry Page Road and the Orchard.
- Project proposed by Andy Bell to create wildflower strips on 4 areas of land.

These will be priced and the Clerk will send to Broadland District Council.

b) To receive update on Power Station film event

This will be shown on 15th May. Tickets are on sale at Postles and online. Anna has been distributing the posters and there will be further promotion in Just Aylsham.

There will be nibbles and drinks available on the evening. Volunteers will be needed on the evening on the door and for teas and coffees. Louise and Sue will assist. The Clerk will send an appeal out to ACE members for help on the night and to promote the film.

Yvonne advised that the Town Council Office Manager had been of great assistance to the group in arranging this event.

c) To Receive Update on NEB Film Screening

It was noted that this project is now known as PEB (People's Emergency Briefing). The Town Hall has been booked to show the film on 4th July. It was noted that the film is being shown in Cromer and Fakenham this week, and members were encouraged to watch it in advance as it is very hard hitting.

A project form will be submitted for funding from the Town Council and donations will be collected on the night.

The group will make people aware that the film will be shown across the country.

Discussions occurred about having partnership organisations at the meeting.

It was also agreed that ACE members should be available on the evening to support attendees, as there is a tough message coming out of the film.

d) To Receive Town Council agreement to purchase of Gazebo

The Clerk confirmed that the Town Council had agreed to the request. The Clerk will order the gazebo.

e) Outward Communications

Yvonne, Grizelda and Patrick had met to discuss the website. The design of the site is to be changed to include a clear news section at the top of the site, followed by 'all about ACE'.

The distribution of incoming emails was discussed. Yvonne will send a test email from the website to make sure it is working.

An appeal was made for regular updates for the website.

f) To agree actions for other planned events

Yvonne advised that there were now a lot of planned events and it would be useful to have a rota of volunteers. This would be useful for the films and also for the Friday morning blister pack collections. Yvonne will send the Clerk a list of events and what is required and the Clerk will look to set up a Doodle poll or equivalent to send to ACE members.

6. To Consider Toothbrush and Pen Recycling Project

Michael advised that regrettably the recycling bin at the church is not being used for its intended purpose so it has now been closed. They will continue to collect contact lens packets and marigolds at the library and the Jubilee Centre.

Toothbrushes and other dental items, and stationery items can now be sent to the same recycling centre as the blister packs, as long as they are bagged up separately.

The Recycling in Aylsham scheme can be relaunched, advising people of what can be recycled and where. Once established, it was hoped to encourage schools to be satellite collection points, especially for stationery. It would be helpful if ACE could provide containers for collections, with ACE branding. Badges / stickers could also be considered for children. An agenda for the next meeting would be how to partner with schools.

A rota can be set up for the Friday mornings at Country Markets for ACE volunteers to collect recycling donations.

It was **agreed** to proceed with the toothbrush and pen recycling project.

Sue reported that it has been acknowledged by Broadland District Council that the logistics of blister pack recycling have been down to the Town Council. Broadland District Council has agreed in principle to take over the logistics District wide, however a storage area needs to be agreed with Veolia. Broadland District Council is also looking at using parcel lockers for people wishing to borrow items. There will also be a school uniform collection in the summer. Electrical and textile collections are also to be encouraged by Broadland District Council.

Aylsham and Reepham surgery will now be collecting blister packs.

The Clerk will arrange for sealed collection bucket for ACE, in accordance with the Code of Fundraising Practice.

7. To Discuss Lidl Proposals

It was noted that historically planning permission had been granted for a garage on the site as a result of an appeal to the Planning Inspectorate.

Concerns were raised about:

- The impact of town centre services.
- No other development south of Henry Page Road.
- Pedestrian access.

The Clerk will inform ACE when the formal planning application is received. ACE can then feedback to the Town Council's planning committee when Town Council is consulted on the application.

8. To Receive Group Updates, not elsewhere covered in the agenda

Transport

A survey of users of Burgh Road car park has been conducted. There were several vehicles that park overnight, then a lot of spaces taken by people who work in the town. Finally there were people who were parking to shop in town. The next survey will be of the Buttlands car park users.

Concerns have been raised about the impact a new unitary council will have on free parking in the town.

A survey of market place users has been completed. Further consultation is to take place at the Annual Town Meeting.

It was noted that new parking regulations would mean that any changes to the car parks would require larger spaces and increased turning circles.

Nature and Biodiversity

Yvonne reported that the Wildlife Garden competition has been arranged. Entries will be required by June, judging will take place in July (after Open Gardens) with a prize giving in August. The judging criteria has been agreed and one judge appointed, with a second judge required.

It was noted that there was now no tree warden for Aylsham. Sue is to ask at Broadland District Council about an appointment.

9. Finance

a) To receive updated ACE budget

The Clerk provided an update on the ACE budget in both the earmarked reserves and the revenue budget, along with committed funds.

Revenue Budget	£3,885,86
ACE Events	£787.24
Other Income	£1,686.04

This would be moved to ACE earmarked reserves as it was now at the end of the financial year. General ACE earmarked reserves currently stand at £909.00.

10. Items for Future Agendas

Partnering with schools

Volunteer rota

PEB film formal project proposal

Project: Young person to put together a video to showcase ACE projects.

11. To Agree the Date of the Next Meeting, taking into account the May Bank Holiday

It was **agreed** that the next meeting should be Monday 11th May at 7pm.

There being no further business the meeting was closed at 8.30pm.

Signed _____ Date _____



AYLSHAM TOWN COUNCIL ACE PROJECT PROPOSAL



Approved in Principle:

Full Approval:

PROJECT TITLE: Toothbrushes and pens recycling scheme

ACE SUB-GROUP(S) INVOLVED: Waste

LEADER OF PROJECT: Michael Dolling

OUTLINE of the PROJECT

Please write a brief description of the project, including full details of how the project will be delivered and any working partnerships involved.

A practical and financially sustainable toothbrush and pen recycling scheme that can meet the demand from local residents over the next year.

The free recycling programmes run by Terracycle and sponsored by corporates have ceased. This is probably in light of the End User Responsibility Scheme that is taxing manufacturers who produce single use plastics and passing this funding down to councils.

We therefore propose an expansion of the Medicine Tablet Blister pack recycling Scheme to include Toothbrushes and Pens. This would be funded by donations from those who use the scheme and collections would be at the Friday Country Market and 1st Saturday of the month, next to Quakers

The ACE bin at the church would be discontinued with Spectacles, printer cartridges and stamps continuing to be collected in small bins in the church.

We have negotiated with ReFactory (who recycle the blister packs, pens and toothbrushes) to establish that they will accept separate sacks of toothbrushes and pens at the same per sack gate fee as the blister packs. We will continue therefore to organise our own couriers when the sacks are full with the help of Andy at the Town Council.

Timescale:

Jan 2026 – Jan 2027

External Funding (please specify): Individual residents will be asked to contribute to the scheme when they bring their recycling.

Approximate funding required from ACE/Town Parish Council

£500 for production and distribution of posters, signage, article in Just Aylsham and associated publicity. This would include the cost of a 7.4 hours one off time to design the posters etc and the cost of two cash collection/donation tins in line with council policy on this.

ABOUT the PROJECT

What is the need for this Project?

Toothbrushes and pens are the two main items residents continue to ask if we take.

Who will benefit?

Aylsham residents and the carbon footprint of the town/UK/World!

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

We know there is demand for this as we have had 7.5 kg of toothbrushes collected in the last year and 13kg of Pens.

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

We would engage the High School Eco Group in the collection of these items and will encourage schools to have their own collection bin for pens.

We are also looking to engage with local dentists asking for sponsorship of the toothbrush scheme.

Is Town Council staff involvement required?

Yes, to financially administer the project and organise the collation and delivery of blister packs, toothbrushes and pens to MyGroup ReFactory in Hull.

We would also like to propose a consistent visible presence by ACE at the Friday Market and Monthly craft market, using the branded displays, leaflets and outreach materials created already for Green Days etc. and a rota of ACE volunteers willing to set this up and staff it.

If so, what will this entail?

1 hour a month grounds staff to pack and arrange pallet collection.

2 hours a month to receive cash, bank this and ongoing publicity.

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

We will need new posters detailing the changes, social media activity and prescription bag slips. Also, article in Just Aylsham. Would the TC be able to put this together with the help of ACE Waste Volunteers?

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

Monthly feedback about rate that the pallet box is filling and an annual report of weight of blister packs, toothbrushes and pens recycled

How will the success of the project be evaluated?

We will recycle at least 30kg of toothbrushes and 30kg of pens over the next year.

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START:

Month & Year: march 2026

END:

Month & Year: march 2027

Procedure for ACE 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 an ACE Meeting and if 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 ACE.

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

Submitted by...Michael Dolling.....

Date.....26/02/2026.....

AYLSHAM TOWN COUNCIL

ACE PROJECT PROPOSAL

Approved in Principle:

Full Approval:

PROJECT TITLE: People's Emergency Briefing Film Screening

ACE SUB-GROUP(S) INVOLVED: This is a collaborative cross-group initiative from Waste, Nature and Biodiversity, and Energy.

LEADER OF PROJECT: Jenny Haycocks and Yvonne Stewart

OUTLINE of the PROJECT

Please write a brief description of the project, including full details of how the project will be delivered and any working partnerships involved.

ACE are running a series of film screenings of environmentally informative films as part of a Film and Chat series. The People's Emergency Briefing is an additional film as part of this series.

On 27 November 2025, ten of the UK's leading experts briefed an invited audience of more than 1,200 politicians and leaders from business, culture, faith, sport and the media at Central Hall Westminster. The experts presented a clear, evidence-based account of the risks facing the UK and the scale of response required. The aim of this public information initiative works to ensure that both Parliament and the public are clearly and honestly briefed on the climate and nature crisis. This film extends that work to communities across the UK and is being screened nationwide over the coming months.

Timescale: Screening Date July 4th 2026

External Funding (please specify):

Approximate funding required from ACE/Town Parish Council £ 60.00 to cover refreshments and printing

ABOUT the PROJECT

What is the need for this Project?

This film brings together the latest evidence on the climate and nature crisis, and what it means for the UK. It is intended to be watched together in communities like Aylsham, encouraging responses proportionate to the crisis. Building on the success of previous ACE film screenings, we aim to:

- To encourage more people to engage with the issues surrounding the climate crisis, and in doing so recruit more people to get involved in national issues via ACE projects;
- To inspire people to take action in their everyday lives;
- To provide enjoyable and thought-provoking evenings for the people of Aylsham;
- To engage in meaningful discussion. To facilitate this, we will provide refreshments.

Who will benefit?

ACE and the community of Aylsham

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

The screening will be followed by discussion. A variety of feedback tools will be used to evaluate the evenings.

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

See above

Is Town Council staff involvement required?

At a minimal, administrative level

If so, what will this entail?

Setting up the room, printing posters

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

We will draw on the national initiative materials. See above

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

Evaluation at each screening and reported back to ACE in terms of an evaluation report.

How will the success of the project be evaluated?

Feedback on response to event and potential sign up to the sub groups

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START:

Month & Year:

July 2026

END:

Month & Year:

July 2026

Procedure for ACE 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 an ACE Meeting and if 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 ACE.

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

Submitted by.....

Date.....

Green Infrastructure Funding Projects

Project 1 – Nest Places for Swifts

We propose to install swift nest boxes and peak boxes swift call systems at properties close to where swifts nest under pantiles and where we have seen swifts in screaming parties and prospecting. A professional builder would install nest boxes in the autumn after swifts have departed. Nest boxes would be placed on the front elevation in positions with a clear swoop zone and flight path, ideally close to a corner and/or drainpipe, which swifts seem attracted to, and not above windows.

In Cawston Road, these properties primarily include numbers 44, 42, 40, 36, 30, 26, 24, 22, 16 (facing southeast), and then 10, 8, 51, 53, 55 and 57 (facing northeast), depending on which homeowners would be happy to have nest boxes. In Hungate Street, the potential properties include numbers 57 and 61 (west facing) and 82, 104, 110 and 1 to 9 Trafalgar Yard (east facing). Some homeowners have expressed an interest in helping swifts; a funded, organised installation would be a strong incentive.

Expected outcomes: Although most swifts in Aylsham currently nest under pantiles, swifts have readily occupied boxes across the UK, especially when swift duet calls are played close to the nest box. These calls replicate the sound of nesting swifts and sound like a colony, attracting new breeders. Last summer, a resident in Cawston Road played calls for the first time and attracted interest from Swifts. Swift calls would be played from mid-May in 2027. Once a breeding pair select a nest box, they will return to the same box each year, so the call system is no longer needed and can be passed to another resident. We would add nest boxes to Swift Mapper and observe boxes for activity each summer. Cawston Road will be on the Aylsham Green Trail route, so nest boxes would help raise awareness of swifts, and hopefully, encourage other residents to put up boxes or support insects in gardens and green spaces.

Cawston Road – ten properties

Model 30 style Swift nest boxes (a) or (b) x 10	£400.00
Galvanised/stainless steel screws, washers and wall plugs x 40	£ 20.00
Installation by professional builder x 10	£400.00
Swift call system (c) x 2	<u>£136.50</u>
Total	£956.50

Hungate Street – ten properties

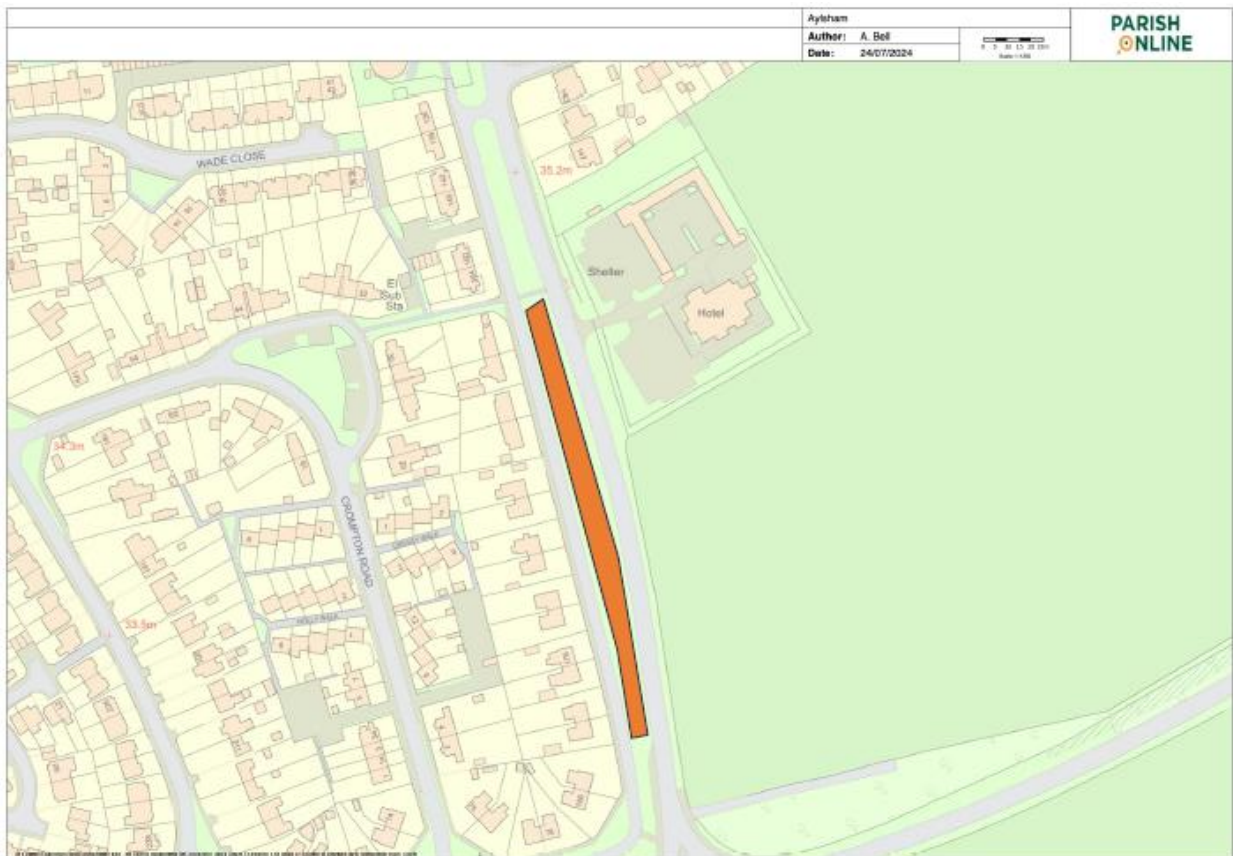
Model 30 style Swift nest boxes (a) or (b) x 10	£400.00
Galvanised/stainless steel screws, washers and wall plugs x 40	£ 20.00
Installation by professional builder x 10	£400.00
Swift call system (c) x 2	<u>£136.50</u>
Total	£956.50

TOTAL FOR PROJECT 1 £1,913.00

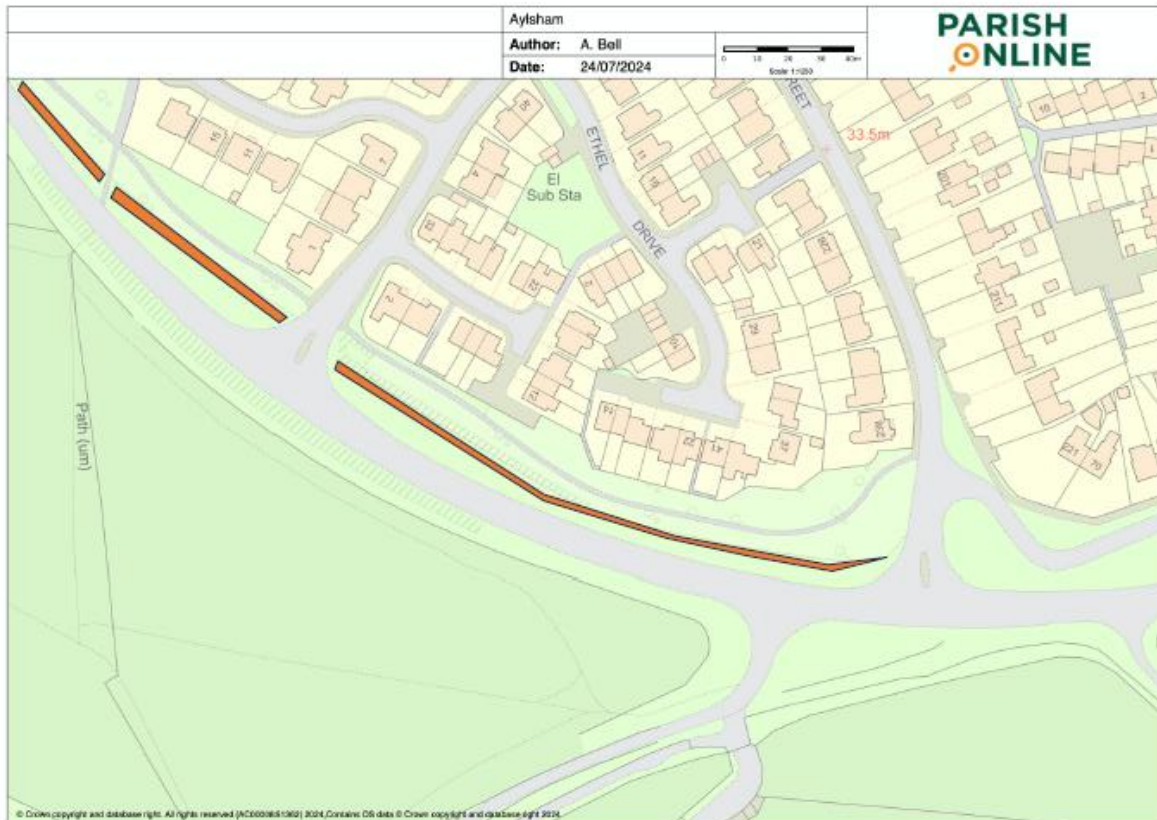
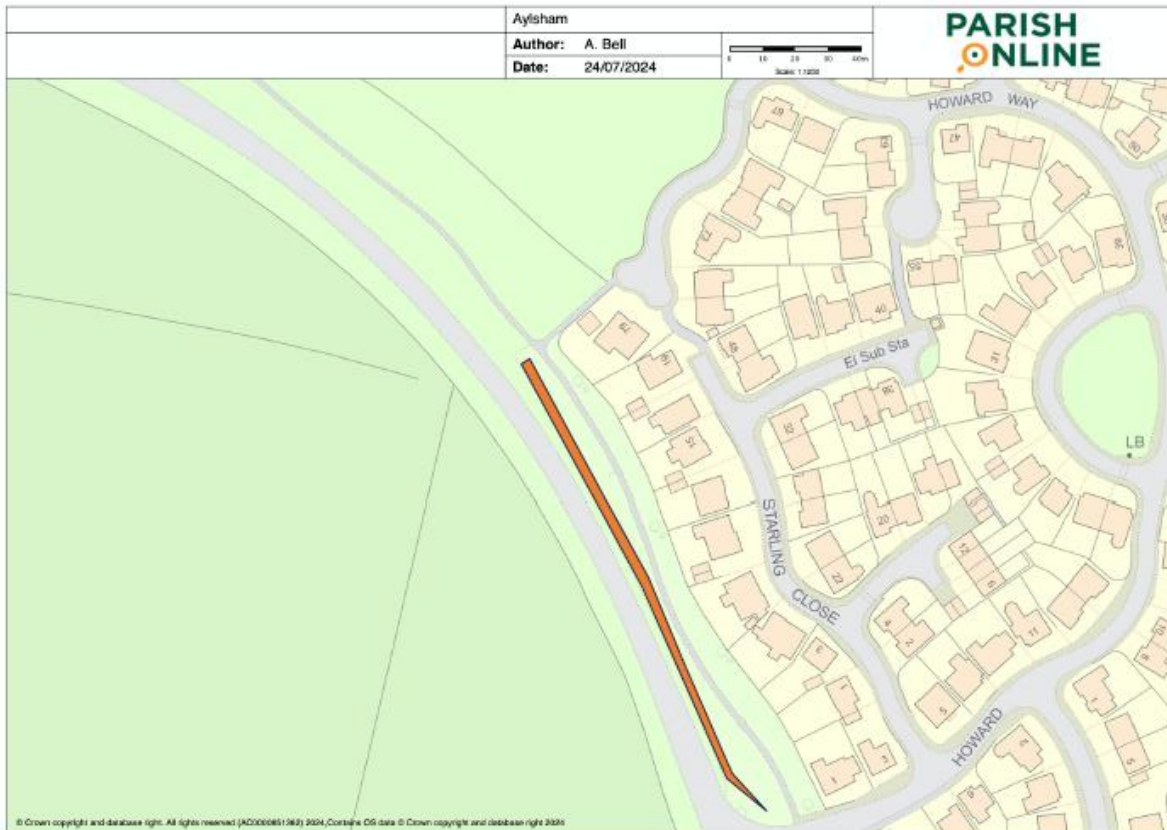
Project 2 – Wildflower Creation Areas

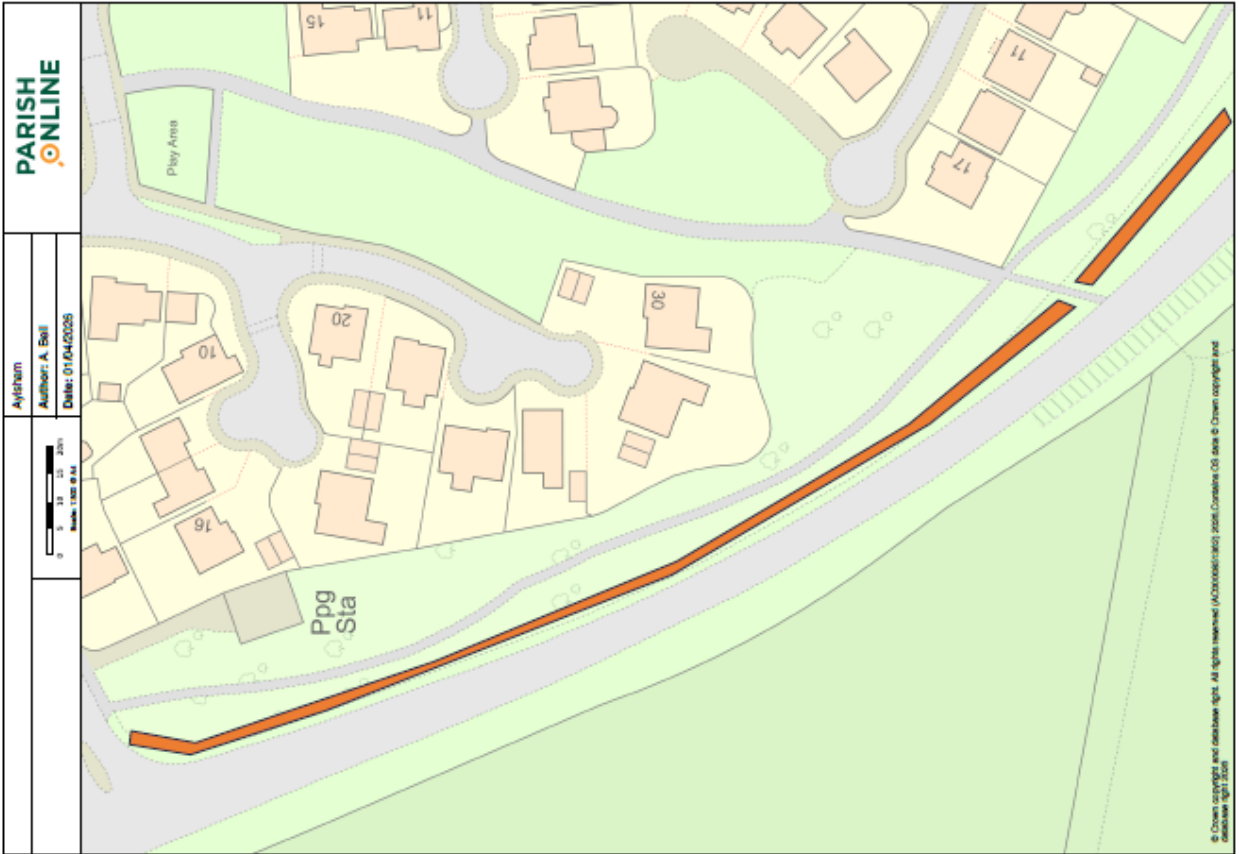
Create wildflower strips along highway verges, ensuring safety and sightlines for drivers are still retained. Areas to prepare and seed:

The strip of land dividing Norwich Road and Orchard Lane - 1000 m2

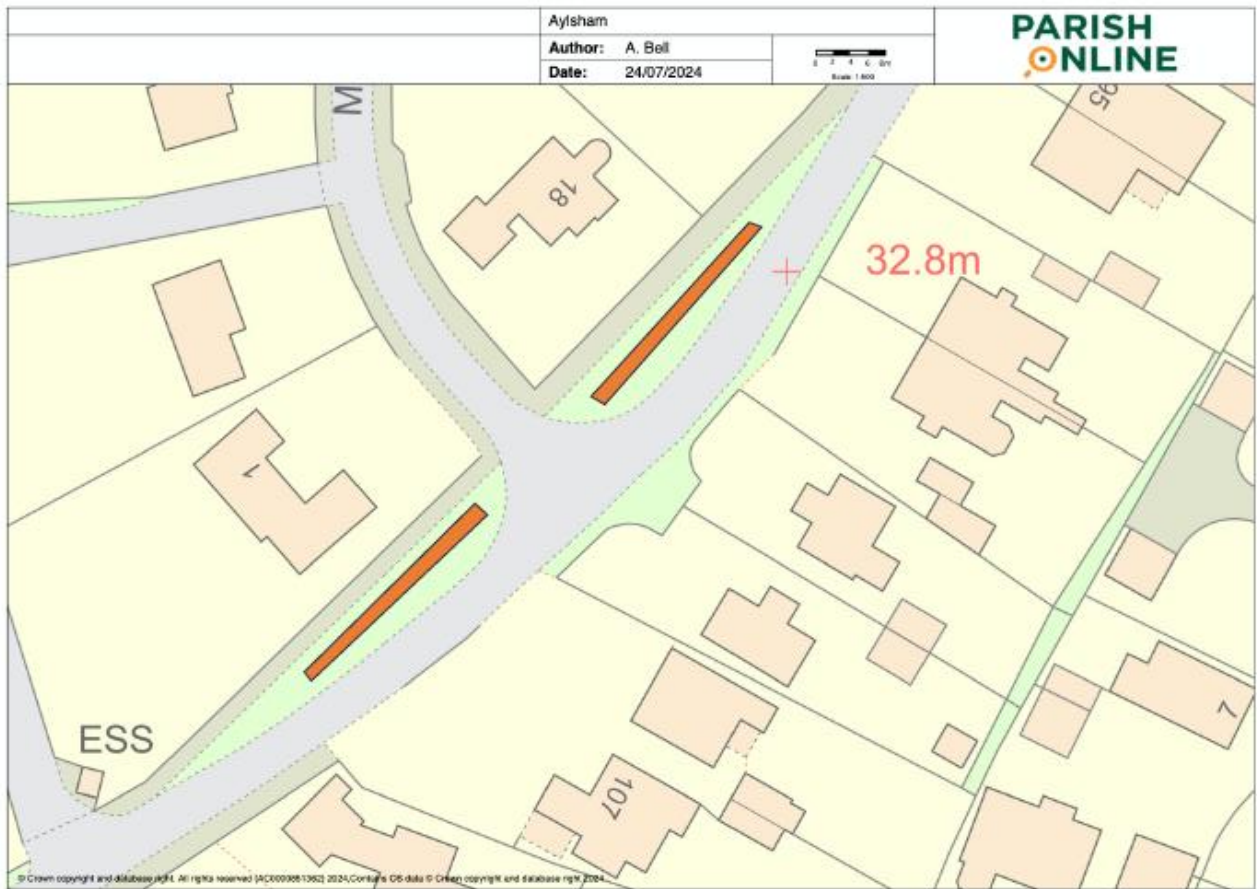


The strips of land along Henry Page Road Approx 1819 m2





The land either side of Mill Pightle Approx 67 m2



Approximate area for wildflower seeding 2886 m2

Planting wildflowers can deliver a wide range of positive outcomes—environmental, social, and even economic. Here are some of the key benefits:

Environmental benefits

Wildflowers play an important role in supporting biodiversity. They provide food and habitat for pollinators like bees, butterflies, and other insects, many of which are in decline. By encouraging these species, wildflowers also help maintain healthy ecosystems and support natural food chains.

They also improve soil health. Deep-rooted species can enhance soil structure, increase nutrient cycling, and reduce erosion. In addition, wildflower areas can help absorb rainwater, reducing surface runoff and lowering the risk of localised flooding.

Support for pollinators

Wildflowers are especially valuable for pollinators, offering nectar and pollen throughout the growing season. This is crucial for species such as bumblebees and solitary bees, which rely on diverse flowering plants to survive. In turn, pollinators are essential for crop production and food security.

Climate and sustainability benefits

Wildflower meadows can contribute to carbon storage in the soil and reduce the need for

chemical inputs like pesticides and fertilisers. This makes them a more sustainable landscaping choice and supports broader climate and environmental goals.

Wellbeing and community value

Wildflower spaces are visually appealing and can boost mental wellbeing. Access to natural, colourful environments has been shown to reduce stress and improve mood. They can also create opportunities for community involvement, education, and local pride.

Economic advantages

Enhancing the attractiveness of an area, supports tourism and local businesses.

Cost for Project 2

6kg Native British wildflower seeds	£1,020
Ground prep costs	£45.65
Seed spreader	£158

TOTAL FOR PROJECT 2 £1,223.65

Project 3 – Improvement of the Old Station Yard and other Open Spaces to Benefit Nature

Proposal

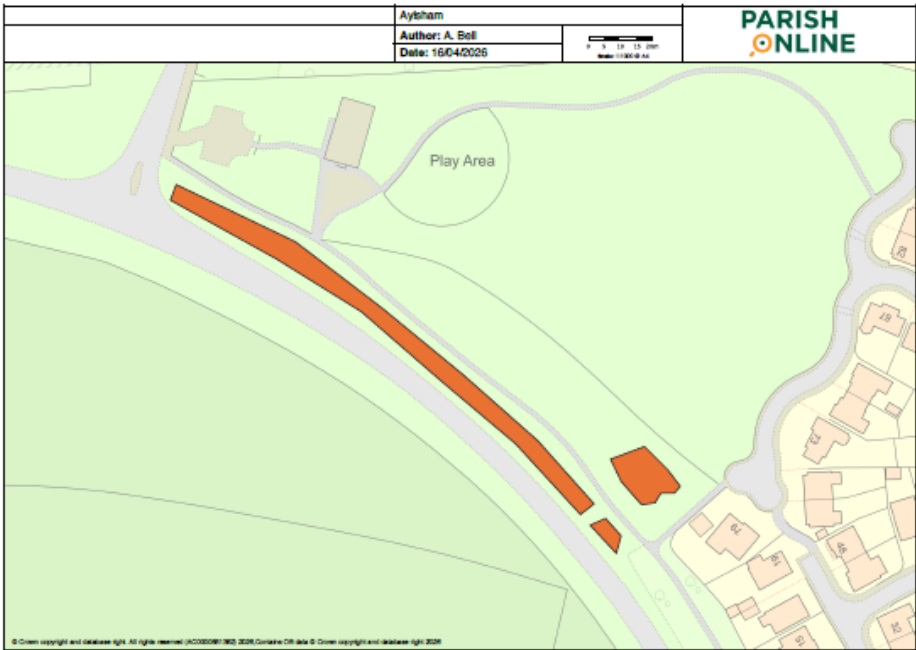
To plant on the exposed bank of the Old Station Yard and add spring interest and early nectar source and help to stabilise the bank. The proposal would be to plant a woodland bulb mix of native bluebells, winter aconite, wood anemone, and snowdrops. 500 bulbs for planting in Autumn 2026.

We would extend the project to the grassed areas of Henry Page Road. We would sow yellow rattle seed to supplement other seed mix and for use on the heavily grassed areas at Henry Page Road and also the bulb borders at Paupers Graveyard. This would be sown in Autumn 2026 after the grass has been scarified.

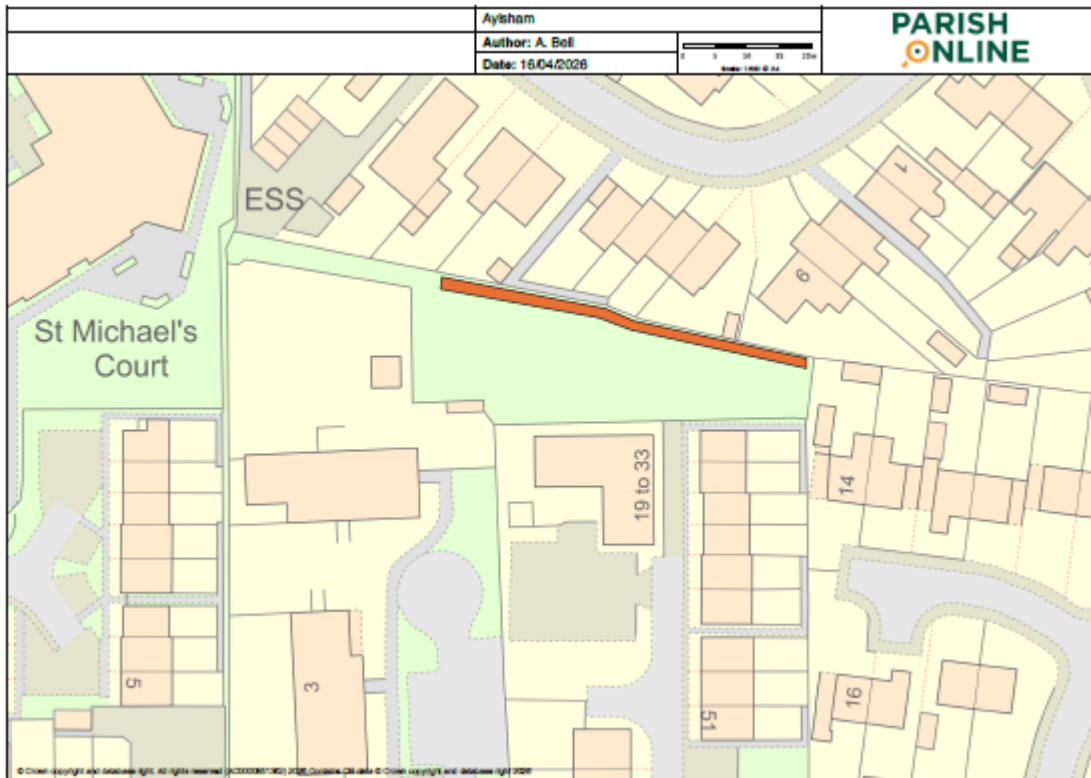
In addition to this, we would work with the community shed to provide owl, bat and bird boxes on trees that the Town Council is responsible for.



Planting area at the Old Station Yard



Planting area at Henry Page Road



Planting area at the Paupers' Graveyard

Cost for Project 3

Woodland Bulbs	£126.00
Yellow Rattle and Seed Mix	£72.00
Owl, bird and bat boxes	£500.00
TOTAL FOR PROJECT 3:	£698.00

Project 4 – Hedge Planting at Mileham Drive Multi Use Games Area

Proposal

The Mileham Drive MUGA has provision for sports and recreation, catering for a wide range of ages. Alongside the equipment, the space provides an area for picnics and is popular with residents throughout the year.

There are well established hedges and trees within most boundaries of the area as well as a recently planted orchard and wild meadow neighbouring to the southwest.

There is a 145 metre metal fence that runs along the eastern edge of area (see image below). The current boundary provides no habitat corridor linking both sides of the area.



The proposal is to plant a low hedge alongside the length of the fence to provide habitat and food for pollinators while improving the aesthetics.

The hedge would provide a corridor linking the orchard to the established habitats found on Marriotts Way.

To create contrast and a point of interest, the plants chosen provide various colour and scents in both flower and foliage.

The selection would be as follows.

- 35 x Cotton Lavender (*Santolina chamaecyparissus*) @ £4.68 = £163.80
 - 35 x Euonymus Silver (*Euonymus fortuneii* 'Emerald Gaiety') @ £8.40 = £294.00
 - 35 x Hypericum Hidcote (*Hypericum x hidcoteense* 'Hidcote') @ £5.40 = £189.00
 - 35 x Lavender Hidcote (*Lavandula angustifolia*) @ £7.68 = £268.80
 - 35 x Olearia X Haastii (*Olearia x haastii*) @ £9.24 = £323.40
 - 35 x Rosemary (*Rosmarinus officinalis*) @ £9.24 = £323.40
- Total = £1,532.40**

Ground preparation cost

- 4 x Tree and Shrub Topsoil Mix 800kg bulk bag (Baileys) @ £86.40 = £345.60
 - 10 x Bone Meal 1.5kg bag (Hopes Grove Nurseries) @ £8.39 = £83.90
 - 4 x Bulldog Premier Planting Tool (Pitchcare) @ £33.54 = £134.16
- Total = £563.66**

Project 4 Total = **£2,096.06**

TOTAL FOR ALL PROJECTS: £5,930.71



MINUTES OF THE MEETING OF THE **CITTASLOW** AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 28th APRIL 2026 AT 11am.

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
David Anderson – Aylsham Town Council
Mike Downes – Aylsham Rotary
Mary Evans – Aylsham Town Council
Giles Margaron - Aylsham Community Partnership
Graham Peers – Broadland District Council
Jean St Clair – U3A

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council.

1. To Receive Apologies for Absence

Apologies were received from Mo Anderson-Dungar, Jo Tuttle and Wendy Sadler.

2. To Receive Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the Cittaslow Aylsham Committee held on 17th March 2026

The minutes from the meeting held on the 17th March 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. To Note any Matters Arising from the Minutes, not Listed Elsewhere on the Agenda

No matters raised.

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

No members of the public in attendance.

6. Cittaslow UK and Cittaslow International

A Cittaslow UK meeting had yet to be arranged. It was suggested that Mold and Llangollen could become more involved in the administration of Cittaslow UK. Mary suggested that the Senedd elections could be time consuming for the Welsh counterparts and there could be more availability after the elections had concluded.

Patrick advised that another year of hosting had just been paid for the website and this site needs to be more active. Mold originally thought that they had someone who could assist with this, but this is now not the case.

7. To Receive Market Updates

a) Food and Craft Market

The Clerk circulated a poster for the entertainment at the Food and Craft Market, starting this Saturday with AB Princesses.

b) General Markets on Monday and Friday

The Clerk reported that there had been a good uptake of stall holders wishing to pay in advance to take advantage of lower fees.

Patrick will be meeting with the Communications Officer from Wymondham at the end of May to find out what she has done to revitalise the Wymondham Markets. It was also noted that Wymondham had a Food and Drink Market run by Rotary. Mike will endeavour to find out more.

c) Country Markets

Mo had provided a written report.

Country Market has had good and not so good Fridays recently. The Good Friday market include Easter card making for children but there weren't that many about – and it was not as successful as previous Good Friday markets. A talk was given to u3a on 24th March which was well received. Country market gained a helper from this event which was also well received. Refreshments were provided (sponsored by Aylsham Dental Practice) at the cafe for the Healthy Towns Event on 21st April, which was a successful day for all.

Patrick queried whether there had been further information about the possible event with Charles Hanson. The Clerk advised that there had been no response to recent emails.

8. Visit Aylsham

The draft minutes from the meeting of 8th April had been circulated.

a) To receive update on Heritage Snail Trail

The launch of the trail was agreed at 1st August, the same day as the Snail Race. The feature snail will be brought to the Family Learning Day, covered with the exception of the head, as part of a competition to name it. It would be ideal if a celebrity would be able to attend on 1st August.

The planning applications for the plaques on listed buildings have now been validated. Giles will speak with the planning officer to ensure it relates to all buildings involved, and not just the Black Boys. The predicated determination date is 25th May.

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

The poster had been previously circulated to the meeting. The entertainment consisted of

2nd May- AB enchanted Princess

6th June- Paul Thompson (harp guitarist)

4th July- Phil Cole (Caricatures)

1st August- Anto Morra (Folk Singer)

5th September- Bertie Haggart (Violinist)

c) To receive update on Visit Aylsham website

Mitchell Philpott did a presentation of the new website to ABC, which was very well received.

The Clerk updated the group on the recruitment of a Communications Officer, and whether this should be a contracted out position.

9. Town of Culture

a) To receive update on Town of Culture Expression of Interest Project

The application was submitted in time for the 31st March 2026 deadline. The Town of Culture website advises that a decision on which towns progress to the next stage will be made in spring.

10. To Note the Minutes from the Aylsham Climate Emergency Working Group (8th April 2026)

The draft minutes had been circulated to the committee and were *noted*. Patrick advised that the group is very active at present and there is an increase in enquiries for volunteering. The Clerk updated the group on ACE's recent success with additional Green Infrastructure funding.

11. To Note the Minutes from the Aylsham Community Events Committee (15th April 2026)

The draft minutes were not yet available. Giles noted that the street party will be delayed from June to August due to the sound company not being available. The Community Fayre will be cancelled.

12. To Receive the Following Group Reports

a) Slow Food Aylsham

Patrick reported that Slow Food met on 13th April. They are continuing with a seasonal theme at the Food and Craft markets, along with a quiz and associated recipes. A social media programme is now in place to promote the markets and Slow Food events.

The International Street Food Fair now has 10 vendors confirmed, with 4 pending. Upon advice, the group has ruled out accepting donations from allotment holders to sell at the monthly market. However offers from private gardeners will be trialled.

b) Aylsham High School

Jo Tuttle had provided apologies for the meeting.

c) Aylsham in Bloom

Wendy had provided a written report.

The number of gardens participating in the Open Gardens is now 22. This is the most that has ever been submitted. There will not be any more gardens accepted as the map design for the ticket is now complete and it will be going to print soon.

Thanks were provided to Mitchell Philpott who has been very helpful in getting the event information onto the Visit Aylsham site.

Bloom volunteers will be leafleting in the Market Place on 2nd May and 6th June.

Businesses will also be asked if they will put flyers in their windows.

d) Aylsham Business Consortium (ABC)

No report.

e) Aylsham Parish Church

The draft minutes from the latest Aylsham Town Council Churchyard committee were provided in the pack.

f) Aylsham Rotary Club

Mike Downes reported that the latest Community Working Together group will meet on 5th May (6.15pm for 6.30pm).

The group is continuing with litter picks and there is a good turnout by volunteers. Clearance work was done on the viewing platform at Weavers Way as it had become overgrown.

Their bi-annual Community Awards were held with 6 awards presented to local people who had made a difference to the local community.

g) Aylsham U3A

Jean reported that the group had enjoyed a talk from Country Markets and are currently working on their AGM in June. A trip is being planned to see the seals on the North Norfolk coast, but in a boat that is suitable for disabled people.

h) Aylsham WI

Mo had provided a written report. At the April meeting, an interesting talk was received about the many metres of extraordinary embroidery created by a woman who was committed to the Great Yarmouth workhouse; Lorina Bulwer, and others who sought solace in needlework when imprisoned.

Coming up – 9 members had booked for the Norfolk Federation Annual Meeting on 22 April at the Theatre Royal Norwich, a Bluebell Walk at Blickling is planned for 28 April, and the craft day on 21 March was well attended with a further one planned for July. The May Meeting will be at the Friendship Hall due to elections.

13. To Note any Items for the Next Agenda

Patrick suggested a Cittaslow bookmark for promotion. Concerns were raised that there was not the budget to allow for this at present.

14. To Agree the Date of the next Meeting

This was agreed as Tuesday 19th May 2026, 11am at the Drill Hall.

There being no further business the meeting was closed at 11.40am

Signed _____ (Chairman) Date _____

		FULL PLANNING PERMISSION		
2025/1104	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	Approval with conditions
2025/1097	<i>15 Red Lion Street NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Approval with conditions
2025/2418	<i>Barclays Bank 1-2 Market Place NR11 6EW</i>	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 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.	Pending
2025/3401	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building.	No objections	Approval with conditions
2025/1097	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building. Amended application	No objections	Approval with conditions
2025/3401	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and	No objections	Approval with conditions

		erection of new single-storey building. Amended application (listed building consent)		
2025/1103	<i>The Feathers, 54 Cawston Road, NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) Amended Application – Noise management plan submitted	No objections	Approval with conditions
2025/3274	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending
2025/3275	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending

		level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry Listed Building Consent		
2025/4000	<i>Land at Heydon Road</i>	Retention of existing tarmac bell mouth on Heydon Road created by RWE for the Norfolk Vanguard Offshore Wind Farm Project	Objection 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.	Withdrawn
2025/3845	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works	No objections	Pending
2025/3847	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works Listed Building Consent	No objections	Pending
2025/3979	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated infrastructure	No objections	Pending
2026/0218	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated	No objections	Pending

		infrastructure Listed Building Consent		
2025/0169	1 Anglian Way, NR11 6XQ	Removal of condition 4 (surface water drainage) of existing application 2025/0986 (2 bay extension to form MOT testing station)	No comment to make, in deference to those with environmental expertise on surface water management.	Pending
2026/0043	115 Stuart Road, NR11 6HN	First floor extension over garden room.	No objections	Approval with conditions
2026/0100	43 Hungate Street, NR11 6AA	Installation of a single row of photovoltaic panels.	No objections	Approval with conditions
2026/0273	43 Hungate Street, NR11 6AA	Installation of a single row of photovoltaic panels. Listed Building Consent	No objections	Approval with conditions
2026/0079	27 Oakfield Road, NR11 6AL	Replacement French Windows. Listed Building Consent	No objections	Approval with conditions
2026/0336	3 Abbots Close, NR11 6HQ	First floor side extension	No objections	Pending
2026/0293	37 Town Lane, NR11 6HH	Roof replacement to create a first floor for additional bedrooms	Objection on the grounds of loss of amenity to the neighbouring properties. Numbers 1 and 3 Wrights Close, to the rear of the applicant, will be overlooked. In particular number 3 as the new rear windows will look directly into the windows of this property. Should the local planning authority be minded to grant permission, the Town Council would request a condition to provide a construction management plan to detail how large deliveries (eg: roof trusses) and trades can be accommodated on a narrow town centre single track road	Pending

			with no pavement, so that there can be no danger to pedestrians nor inconvenience to vehicular access to other Town Lane residents	
2025/2418	<i>Barclays Bank 1-2 Market Place</i>	Conversion of former Barclays Bank to part residential (9 Units - Use Class C3) with retention of part of ground floor for continued Commercial, Business and Service use (Use Class E) Amended application Change of description and amended plans (now 9 residential units)	Objection to this revised application. The plans still remain factually incorrect despite the Town Council raising this in the previous response. The building to the west of the commercial car park is not 'private housing' as detailed in the plans. This is a barn used for storage. This plan needs to be corrected, or clarified as to whether this is part of the proposal for private housing. The Town Council also supports the response from Anglian Water. The Town Council notes the reduction of residential dwellings from 11 to 9, which would reduce the s106 obligations of the applicant. Should the LPA be minded to grant permission, the town council would request a condition to safeguard against piecemeal development, in that should any additional building in the control of the applicant/developer (a blue line plan has not been submitted) be converted to a C3 dwelling, this should be classed as cumulative to this application and so subject to s106 obligations as a 10+ dwelling development. This would include the storage barn and the conversion of any of the three proposed commercial units to residential use	Pending

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

The following were considered by the committee:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2026/0406	<i>Land Adj. former Aylsham Lodge Hotel</i>	Transport Hub, car parking and cycle parking. Covered parking in some areas with solar panels.	As this is the Town Council's application, no comment will be made. It was noted that an amended application will be forthcoming with the addition of the substation.
2025/4001	<i>Land North of Aylsham Road</i>	Retention of existing tarmac bell mouth on Heydon Road created by RWE for the Norfolk Vanguard Offshore Wind Farm Project (additional information supplied)	There is nothing in the additional information to mitigate the original objection of the Town Council. The council continues to object to the application on the grounds of lost agricultural land and ecology. Assurance of reversion to the original condition prior to operations was given, and the town council would like to see this adhered to. In addition to this, the council supports the comments of the highways officer consulted with regards to the suitability of the bell mouth on this road, without appropriate traffic management.

7. To Consider Responses to the Local Planning Authority on Applications Received Since the Agenda was Issued.

The committee considered the following applications:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2026/0575	<i>4 The Maltings, Millgate, NR11 6GX</i>	Erection of Hazel Hurdle fencing on one side of the garden	No objections
2026/0729	<i>Bure House, 56 Millgate, NR11 6HX</i>	Erection of a free standing greenhouse	No objections
2026/0768	<i>2 Jagon Close, NR11 6JP</i>	Single storey side and front extensions. Side carport and a garage replacement at the rear.	No objections
2026/0689	<i>Flat 14, Market Place, NR11 6EH</i>	Internal reconfiguration to provide one additional HMO-Compliant Bedroom, the works will involve relocating the shared kitchen, relocating the communal WC and bathroom and undertaking minor internal partition adjustments. (Listed Building Application)	No objections

8. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

There was no update on this site.

b. Burgh Road Site.

i) To Consider Correspondence from Broadland District Council Regarding Development Open Space

There had yet to be a response as to how the potential commuted sum was calculated and what land it refers to. The planning officer had contacted the Clerk to advise that the s106 wording, as drafted, would give the Town Council the option to accept or decline the land if offered. It was **agreed** to accept the drafted s106 wording for maintenance of open space as described by the planning officer. Discussions occurred as to the requirement for land on the site to be allocated for education purposes. It was noted that the Neighbourhood Plan group was very supportive of facilities for training purposes in the town.

9. To Receive any Update to 2026/0282 – Construct an Anaerobic Digestion (AD) plant, with landscaping, drainage and associated development, infrastructure and works (Oulton Parish)

It was noted that Norfolk County Council Highways had a holding objection on the application due to the peak traffic flows not being fully reflective of the of the proposed development traffic. The need to keep a watching brief on this application was emphasised.

10. To Receive Update on the Greater Norwich Local Plan

The call for sites had been concluded, however it was expected that the detail of this exercise would not be in the public domain until summer.

11. To Receive Update on the Neighbourhood Plan

At the last meeting on 25th March, volunteers were appointed to collate data about the following.

- Important views – all suggestions should be sent to Trevor Bennett
- Local Green Space – Kate MacKenzie will be collating this information
- Non-Designated Heritage Assets – Patrick Prekopp, Sue Catchpole and Jayne Andrew will be collating this information.

Data will be presented at the next meeting on 23rd April. This meeting will also be used to start creating the Design Code.

12. To Receive Update on Community Resilience Planning

There was no update to this item.

13. To Note Items for Information or Future Agendas

Oulton Anaerobic Digestor.

14. To Confirm the Next Meeting as Thursday 14th May 2026, 10am in the Town Hall

This was **agreed**.

15. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 16 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

16. To Note Planning Enforcement Cases from the Local Planning Authority

The planning enforcement cases for Aylsham had been circulated and were **noted**.

There being no further business the meeting was closed at 10.55am

Signed _____ Date _____

DRAFT

Visit Aylsham Working Group Meeting Held in the Council Chamber on Wednesday 8th April 2026 at 3pm

Attendees:

Patrick Prekopp (Aylsham Town Council) Chairman.
Jayne Andrew (Aylsham Heritage Centre)
Sue Catchpole (Broadland Council)
Graham Peers (Broadland District Council)
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Mik Richardson (appointed artist) and Faye LeBon (Town Clerk, Aylsham Town Council)

1. To Receive Apologies for Absence

None received.

2. To Agree the Minutes of the Meeting held on 11th March 2026

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

3. To Note Matters Arising from the Previous Meeting

None raised.

4. To Receive Update on Norfolk County Council's High Streets Matter Love Your Market Town Funding and agree with the progression of:

a) Heritage Snail Trail

It was reported that the feature snail was now complete. The working group was very pleased with the result and thanked Mr Richardson for his work.

Other artists had been approached to have their work featured as part of the trail. There were five positive responses to date. The high school was still on Easter Holidays so had yet to respond. It was agreed that all artists would be based in Aylsham.

Giles had submitted the listed building applications for the snail plaques. They had yet to be validated and this may impact the launch date which was originally hoped to be the May half term. The Clerk will contact the Heritage Officer at Broadland District Council to give them advance notice that the applications will be forthcoming.

The launch of the trail was discussed. It was agreed that the target date should be 1st August, to coincide with the Food and Craft market and Snail Race. There will be a competition to name the snail, with a post box situated at the Heritage Centre for

suggestions. There would also be an opportunity to make suggestions at the Family Learning Day on 20th June. The snail could be taken to this event, but would have all but its head covered. The Clerk will check the location of the plinth and whether any fixings are required.

In preparation for the launch day:

- Jayne will prepare a timetable for Comms
- Jayne will contact Mini Monsters to see if they can attend on 1st August
- The Clerk will arrange for a 'do not climb' sign.
- A red cover to unveil the snail will be sourced (Mik to see if Break have one)
- Mitchell to do the digital pages for the website. Mik will provide some imagery in keeping with his design.

b) Increasing Footfall to the Market Place

Entertainment for the Food and Craft Markets has been booked as follows:

2 nd May	Enchanted Princesses
6 th June	Harp Guitarist
4 th July	Caricaturist
1 st August	Singer/Acoustic Guitarist
5 th September	Violinist

There is a balance of £764 remaining in the budget. This will need to cover promotion of the entertainment, the Young Traders Market and a seasonal market. Part of this can be used for booking Mini Monsters for 1st August.

The possibility of buying in markets was discussed but booking was required 18 months in advance.

Jayne has collected business cards from the recent Black Barn Farmers Market. The requirement for a proposition to send to potential stallholders was discussed.

- Graham will speak to the Monday stallholders. Why Mondays work better than Fridays?
- Sue will put together a survey for market customers.
- The Clerk will put together some information on the market costs and what you get for this.
- All are to think about a markets 'champion'.

5. To Receive Update on Visit Aylsham Website

Mitchell reported that requests for new items have been received (eg: Aylsham in Bloom as a group and Open Gardens as an event).

The detail for the snail trail is to be added and a new community section will be built. There is collaboration with Just Aylsham over a news feed taken directly from the Just Aylsham site (with all credit being given to Just Aylsham). This will feed in to the community section of the site.

6. To Receive Update on Town of Culture Application

It was confirmed that the application had been submitted ready for the deadline of 31st March.

It was noted that there had to be a programme of actions that come from this in the event that the application does not progress.

7. To Receive Job Description / Person Spec for Comms Officer.

This was circulated, however it was reported that the Town Council had agreed at its meeting on 1st April that the position should be contracted out.

It was noted that Harleston Town Council do this, and that North Walsham Town Council had appointed a PR firm in Cromer.

The Clerk would have to obtain quotes for this work.

8. Items for Information / Next Agenda

Snail trail.

Right of reply on incorrect facebook posts (to place on the Town Council agenda).

CCTV in the town centre (this will be raised to ABC).

Graham introduced Broadland District Council's 'Let's Go' project, a series of circular walks around the District. This is to launch in June.

9. Date of Next Meeting

Wednesday 13th May at 3pm.

With no further business to conduct, the meeting closed at 5pm

Signed (Chairman) _____

Date _____



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON MONDAY 20th APRIL 2026 AT MIDDAY

PRESENT: Kay Montandon (Chair) Julie Boyd
Kevin Cunnane Mary Evans
Wendy Sadler

Also in Attendance: Faye LeBon (Clerk to Aylsham Town Council) and Andy Bell (Groundsman to the Town Council)

1. To Receive Apologies for Absence

Apologies were received from David Anderson and Mathew Martin.

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

None raised.

3. To Agree the Minutes of the Meeting of 31st March 2026

The minutes from the previous meeting held on the 31st March 2026 had been circulated. These were *agreed* by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

The Clerk reported that the Paupers' Graveyard had reopened and, to date, there had been no evidence of antisocial behaviour in the area.

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

No matters raised.

6. To Receive Update on Church Wall Repairs

The updated specification had been submitted to the Local Planning Authority, which was currently consulting on the plans. To date there had been no objections on the planning portal, but the Clerk will keep a watching brief. It is hoped that a decision on the application would be made by 8th May, at which point the project will go out to tender.

Julie has made the Diocese aware of the plans, but it is too early for a full faculty application. It is anticipated that the Diocese will want details of the successful tenderer and evidence of the tender process.

7. To Receive Update on Memorial Garden Project and Finalise Details for the Fund Raiser

Prices and suggested working for the plaques were presented. It was requested that the wording for the plaque for women's suffrage was amended to add specific reference to the women of Aylsham. 300mm x 300mm plaques would be preferred at a cost of £239.17 + VAT each. A design should be mocked up ready for the fund raiser on 9th May and those attending the fund raiser should be consulted as to the wording.

Donations have started to be made for raffle prizes and the tombola. Further donations can be dropped off to the church office on a Monday or Wednesday morning.

It was suggested that donations should be requested for teas and coffees, as this often attracts more funds than a set price. For the plant stall, it was suggested that a donation is requested for small plants, but larger plants should have a set price. Children's activities should be on a donation basis.

A compere for the human fruit machine has been arranged.

Wendy and Julie have volunteers arranged. An appeal will be made for councillor volunteers.

The Clerk will send the event poster to Visit Aylsham.

Julie and Wendy will bring Sum Up machines. The council machine should also be made available. Julie will also bring a bucket for cash collections.

8. To Receive any Further Representation on Reinforcement of Car Parking Area in the Church

There had not been opportunity to liaise with the Archdeacon over the matter to seek advice on Ecclesiastical law.

It was noted that the boundaries of ancient burials in the churchyard are unknown.

There was no appetite for removing car parking spaces in the churchyard, in support of those in the congregation with limited mobility, hearses and wedding cars.

There was an appreciation of the sensitivity of the matter, however it was felt reasonable to install a post to prevent parking between the gravestones.

Consideration should also be given to barrier off the area in periods of inclement weather to prevent damage to the churchyard.

Julie will continue to seek advice from the Archdeacon for future reference.

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

The next meeting will be Monday 18th May 2026 at midday, at St Michael's Church.

Items for the next agenda:

Car parking area in churchyard

Update on fundraiser on 9th May

There being no further business the meeting was closed at 12.35pm.

Signed _____ (Chairman) Date _____



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE DRILL HALL ON TUESDAY 28th APRIL 2026 AT 2PM

PRESENT: Trevor Bennett David Anderson Kevin Cunnane
 Mary Evans Kay Montandon

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Gavin Watson, Maintenance Manager.

1. To Receive Apologies for Absence

Apologies were received from Gordon Clarke.

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

None raised.

3. To Agree the Minutes of the Meeting of 24th March 2026

The minutes from the previous meeting held on the 24th March 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

None 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. No matters raised.

6. To Receive Update on Town Hall Window Replacement

Further quotes had been received for the work to the window in the poorest condition in the Town Hall. Alternative quotes had suggested that double glazing may indeed be possible. The Clerk and Maintenance Manager are to review further and bring back recommendations to the committee. Guidance will also be sought from the Heritage Officer at Broadland District Council. In the meantime the Maintenance Manager had performed some remedial works.

7. Consider Fee and Approve Appointment of Agent to Perform Lease Renewal Negotiations of 23 Market Place.

Two quotes had been obtained for the lease renewal service for 23 Market Place. It was **agreed** to contract Brown and Co at a cost of £1,500.

8. To Receive Update on Property Forward Maintenance Plan Project

Brown and Co would like to commence the project with Cemetery Cottage. The Maintenance Manager is liaising with the tenant to arrange a convenient time for the building to be surveyed.

9. To Receive Update on Town Hall Roof Repair

The successful contractor will be arranging for scaffolding to be erected on 18th May, with works commencing shortly afterwards. When work starts, information can be placed on Facebook to explain the nature of the works.

10. To Receive Update on Town Hall Boiler Replacement

The Clerk and Maintenance Manager are working on the final specification. Advice is being sought from the Heritage Officer at Broadland District Council to discuss the nature of the flues which may be permitted on the Town Hall (west side). The location of the boilers would still be preferable as the Lothian Room.

11. To Agree Project(s) for Assistance with Probation Service

The following projects were **agreed**:

- Tidying up old graves in the cemetery
- Painting of the playground railings
- Weeding / preparation for the memorial garden in the churchyard

The Maintenance Manager will contact the probation service to move this forwards.

12. To Note Items for Information or for Inclusion in Future Agendas

The Maintenance Manager reported that there had been a recall on the Bridgestone tyres on the van. The existing van tyres will be replaced free of charge. The Maintenance Manager reported that he is in the process of completing a survey for the National Allotment Society. There are currently no vacancies for the Town Council's allotments, but no waiting list. The second allotment inspection will take place on 5th May. The allotment rules require review in due course.

14. To Confirm Date and Time of Next Meeting

Tuesday 2nd June 2026 at 2pm at the Drill Hall

15. Closure of the Meeting to the Press and Public

To was **agreed** to close the meeting to the press and public, under the Public Bodies (Admission to Meetings) Act 1960, for the duration of item 15 in view of the confidential nature of the business to be transacted.

16. To Receive Feedback on Licence for Use of areas of the Drill Hall

A report was provided to members. The licence for the Boxing Club had been agreed subject to small amendments. The licence for the Dance School would have the area reviewed and further consideration given to the document. It was explained that it would be useful to have the document run in line with the academic year.

There being no further business the meeting was closed at 3pm

Signed _____ (Chairman)

Date _____

DRAFT



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 15TH APRIL at 7:00pm

PRESENT:

Patrick Prekopp	-	Councillor
David Anderson	-	Councillor
Kevin Cunane	-	Councillor
Kay Montandon	-	Aylsham Town Council Chair
Caron Lawrence	-	Aylsham Business Consortium

1. WELCOME INTRODUCTIONS & APOLOGIES

The chair welcomed the committee. Apologies received from Donna Butcher, Giles Margarson and Joan Bennett.

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 18TH FEBRUARY 2026

The minutes of the meeting held on Wednesday 18th February 2026, as previously circulated were then *confirmed* and signed.

4. INFORMATION ON MATTERS ARISING

None raised.

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

None present.

6. TO RECEIVE AN UPDATE ON THE HEALTHY TOWN EVENT

The event was well attended, the donkeys proved very popular. £150 donation received from Aylsham Dental Practice for the café, £150 from both surgeries for the donkeys and £40 plus support from Aylsham Vets for the donkeys.

7. TO PRODUCE AN EVENT MANAGEMENT PLAN FOR THE FOOD AND CRAFT MARKET

It was decided to cancel this event due to lack of attendees.

8. TO RECEIVE ANY UPDATES FOR THE TOWN OF CULTURE COMPETITION

The application has been submitted.

9. TO RECEIVE ANY UPDATE FROM THE VISIT AYLSHAM GROUP

Mitchell presented the website to the Aylsham Business Consortium group, who were impressed. The ABC's idea of world cup video promo is going ahead with the help of Graham Peers.

10. TO RECEIVE ANY UPDATES FOR THE COMMUNITY FAYRE

The committee decided to turn this into biennial event as there is no-one to take this forward this year and didn't want to diminish the great work done last year by Cheryl. It was suggested that maybe a community champion could be found to take it forward.

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

We have been unable to secure Saturn Av for the street party in June. Therefore a new date needs to be decided. The committee strongly support the idea of getting promotion out now for people to book their tables.

The Snail Trail will be launching on 1st August and the naming competition is starting at the Family Learning Day. Patrick will start promoting the snail launch with press and TV and all thinking caps on for a celebrity to open.

The Street Food Fayre on 12th July will be just one day unless the businesses want to do more the week after. ABC to come back to us asap about closing Red Lion Street to enable the TRO to be put through. The Town Hall needs to be kept free in case of rain so people can come inside.

12. TO AGREE DATE OF NEXT MEETING

Wednesday 20th May at 2pm.

13. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8pm.



NOTES OF THE WORKSHOP OF THE **NEIGHBOURHOOD PLAN STEERING GROUP** HELD ONLINE ON THURSDAY 23rd APRIL 2026 AT 9.30AM

PRESENT:

Kay Montandon (Town Councillor)
Kevin Cunnane (Town Councillor)
Pat Prekopp (Town Councillor)
Angela Brook (National Trust)
Kate MacKenzie (Local Resident)
Grizelda Tyler (Local Resident)

Trevor Bennett (Town Councillor)
Mary Evans (Town Councillor)
Sue Catchpole (Broadland Council)
Peter Lavendar (Local Resident)
Chris Tilley (Local Resident)

Also in Attendance:

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

DESIGN CODE WORKSHOP

Updates Since the Last Meeting

- Rachel updated the group on the discussion with Broadland District Council over the proposed housing need figure for Aylsham. Whilst the call for sites has been completed, Broadland District Council is not prepared to disclose a figure due to:
 - Uncertainty over the methodology to be used
 - Pre-election periodA new local plan needs to be produced within 30 months, so it is hoped that the figures would be available by the end of June.
- The end date for the updated GNLP is 2045 and it was recommended that the Neighbourhood Plan follows suit.
- Rachel and Broadland District Council had discussed what the actual capacity for Aylsham is and the significant amount of growth that Aylsham had already taken on.
- When the call for sites information is released, it will purely be a map of sites submitted, without any assessment. Andrea will assess the sites when released on the behalf of the Neighbourhood Plan group (as opposed to Broadland District Council).
- A household survey will be done when the sites have been assessed.

The Aylsham Design Code

A Design Code should be illustrated, concise, visual and numerical where possible. The group was encouraged to think about how Aylsham works as a whole. Rachel had circulated a link to the government's draft Design and Placemaking Planning Practice Guidance, which is currently being consulted upon.

Rachel will circulate some examples of Neighbourhood Plan Design Codes.

It was noted that Broadland District Council is currently putting together a district wide design code. Whilst useful for the GNL, it is very 'broad brush'. It is important that the Design Code for Aylsham is specific for the Neighbourhood Plan area.

There will be two sections to the Aylsham Design Code, what should a required standard and what is guidance.

It was noted that the Design Code will also apply to changes to existing buildings, as well as new builds. It was also noted that the Neighbourhood Plan cannot address management companies / fees of new developments.

It is important to look at provision across the whole of Aylsham and what is required. For example – play provision. What age appropriate equipment is required? Sue advised that in a previous consultation, young people had expressed an interest in having a covered area. Rachel will add this to the household consultation.

The meeting was adjourned to allow site visits of areas of Woodgate Park, St Michaels and Henry Page Road (Bure Meadows had previously been visited).

The Design Code would be divided into 7 Features and the group discussed ideas for each section:

Liveability – There should be a sense of arrival to the development, how it should be attractive and welcoming. There should be soft landscaping and not brick walls. There should be good access for emergency vehicles and bin lorries. Pedestrian first and car second.

Climate – Less asphalt because it is bad for the environment. The shading of bedrooms so there is less push towards air conditioning. Solar panels already form national planning policy.

Nature – Trees make the area 'softer'. Existing trees should be retained and new trees should be adaptable to climate change. Mixed hedges to be planted to provide blossom, safe nesting and berries through the seasons. Other features to be considered should be fire breaks if the development is close to fields, B-lines, installation of swift bricks and wildflowers/spring bulbs in verges.

Movement – Walking and cycling to be prioritised. Movement to and from the centre of town should be as easy as possible. No dormitory places on the edge of

town. Good public transport links. There should be cut throughs within developments, and not just one entrance/exit point.

Built Form - A maximum of 2 storeys, unless in exceptional circumstances. There should be a variety of roofscapes and clear road signage. St Michaels was noted for its attractiveness of buildings.

Public Space – A requirement for allotments and teenage play. Socialising for older people and increased community space for hire.

Identity – Social housing integrated into the development and not obviously different or to a lesser specification. Quality red brick (reflecting Norfolk, rather than other areas of the UK). Reflect the Georgian style character. Dutch gable ends.

It was suggested that members of the group take a trip to Mulbarton, where new developments are deemed attractive. Rachel will also send the group ideas of new developments to look at, of all different scales.

Rachel will draft the Design Code over the next couple of months. All comments on the code should be made in meetings to avoid confusion. The Design Code will be finalised after the community consultation. It will be adopted with the Neighbourhood Plan, not a supplementary document.

Next meeting:

Thursday 25th June 9.30am (via zoom)

There being no further business the meeting was closed at 1.30pm.

Meeting of Aylsham Town Council 6th May 2026

Item 21 – Meetings

a) To Agree Agenda for Annual Town Meeting

Suggested Agenda:

1. Welcome
2. Chair's report
3. How we spend your money
4. How you would like to use the market place
5. Aylsham a mindful and mental health awareness town
6. How Aylsham Rest by MIND helps people
7. Neighbourhood plan update
8. Comments and questions from electors

b) To Agree 2026/2027 full council ordinary meeting dates

Wednesday 3rd June 2026

Wednesday 1st July 2026

Wednesday 5th August 2026

Wednesday 2nd September 2026

Wednesday 7th October 2026

Wednesday 4th November 2026

Wednesday 2nd December 2026

Wednesday 6th January 2027

Wednesday 3rd February 2027

Wednesday 3rd March 2027

Wednesday 7th April 2027

Wednesday 12th May 2027 (Annual Meeting in an election year)