

29/04/2019

Aylsham Town Council 2018/19

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Summary Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 General Purpose	Income	1,372	121,250	115,475	(5,775)			105.0%
	Expenditure	7,906	96,774	104,245	7,471		7,471	92.6%
	Net Income over Expenditure	(6,534)	24,475	11,230	(13,245)			
	plus Transfer from EMR	-37	-37					
	less Transfer to EMR	(337)	1,463					
	Movement to/(from) Gen Reserve	(6,234)	22,975					
150 Town Hall	Income	569	65,595	62,950	(2,645)			104.2%
	Expenditure	3,257	72,689	73,492	603		603	99.2%
	Movement to/(from) Gen Reserve	(2,369)	(7,294)					
200 Drill Hall	Income	2,462	74,577	57,700	(16,877)			129.2%
	Expenditure	3,407	64,339	57,676	(6,661)		(6,661)	111.5%
	Movement to/(from) Gen Reserve	(945)	10,238					
250 23 Market Place	Income	1,250	5,411	5,220	(191)			103.7%
	Expenditure	0	0	160	160		160	0.0%
	Movement to/(from) Gen Reserve	1,250	5,411					
255 Cemetery Cottage	Income	550	5,767	6,750	983			85.4%
	Expenditure	(44)	5,036	1,710	(3,326)		(3,326)	294.6%
	Movement to/(from) Gen Reserve	594	729					
260 Public Toilets	Expenditure	1,506	20,736	12,250	(8,486)		(8,486)	169.3%
265 Other Properties	Income	0	13,350	13,350	0			100.0%
	Expenditure	421	5,051	11,090	6,039		6,039	45.5%
	Movement to/(from) Gen Reserve	(421)	6,299					
300 Cemetery	Income	596	21,715	23,650	1,935			91.6%
	Expenditure	764	21,731	23,666	1,956		1,956	91.7%
	Movement to/(from) Gen Reserve	(166)	(16)					
350 Norwich Road	Income	(26)	303	0	(303)			0.0%
	Expenditure	0	90	0	(90)		(90)	0.0%
	Movement to/(from) Gen Reserve	(26)	213					
355 Cromer Road	Income	15	930	0	(930)			0.0%
	Expenditure	0	250	250	0		0	100.0%
	Movement to/(from) Gen Reserve	15	680					
360 Woodgate	Income	100	1,296	0	(1,296)			0.0%
	Expenditure	0	5,326	0	(5,326)		(5,326)	0.0%
	Movement to/(from) Gen Reserve	100	(4,029)					
365 Bure Meadows	Income	50	1,947	0	(1,947)			0.0%
	Expenditure	0	1,046	0	(1,046)		(1,046)	0.0%
	Movement to/(from) Gen Reserve	50	901					

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
370 Allotments General	Income	1,575	17,095	19,000	1,903			90.0%
	Expenditure	1,757	21,094	18,720	(2,374)		(2,374)	112.7%
	Net Income over Expenditure	(182)	(3,996)	280	4,276			
	less Transfer to EMR	1,325	1,325					
	Movement to/(from) Gen Reserve	(1,507)	(5,321)					
400 Markets	Income	1,115	10,591	11,430	839			92.7%
	Expenditure	0	2,264	2,600	336		336	87.1%
	Movement to/(from) Gen Reserve	1,115	8,327					
410 Open Spaces	Income	0	135,420	120,300	(15,120)			113.4%
	Expenditure	9,616	154,112	128,614	(25,498)		(25,498)	119.8%
	Net Income over Expenditure	(9,616)	(17,692)	(8,314)	9,378			
	plus Transfer from EMR	3,123	3,123					
	Movement to/(from) Gen Reserve	(6,493)	(14,569)					
450 Street Scene	Income	0	43,214	43,200	(14)			100.0%
	Expenditure	2,557	79,846	43,200	(36,646)		(36,646)	154.8%
	Movement to/(from) Gen Reserve	(2,557)	(36,632)					
500 Christmas	Income	250	2,974	0	(2,974)			0.0%
	Expenditure	0	5,996	1,550	(4,446)		(4,446)	366.9%
	Movement to/(from) Gen Reserve	250	(3,022)					
509 Frog Prince	Income	0	12	0	(12)			0.0%
510 Street Party	Income	0	1,000	0	(1,000)			0.0%
	Expenditure	0	1,006	0	(1,006)		(1,006)	0.0%
	Movement to/(from) Gen Reserve	0	(6)					
511 Hare Raising	Expenditure	0	(70)	0	70		70	0.0%
512 General events	Income	0	144	0	(144)			0.0%
	Expenditure	124	2,577	0	(2,577)		(2,577)	0.0%
	Movement to/(from) Gen Reserve	(124)	(2,733)					
515 Folk Festival	Income	6	2,593	0	(2,593)			0.0%
	Expenditure	0	2,330	0	(2,330)		(2,330)	0.0%
	Movement to/(from) Gen Reserve	6	263					
516 Netball/Car Show	Income	0	756	0	(756)			0.0%
	Expenditure	0	521	0	(521)		(521)	0.0%
	Movement to/(from) Gen Reserve	0	235					
518 Greatest Showman	Income	0	977	0	(977)			0.0%
	Expenditure	0	794	0	(794)		(794)	0.0%
	Movement to/(from) Gen Reserve	0	183					

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
519	Mama Mia							
	Income	0	641	0	(541)			0.0%
	Expenditure	0	223	0	(223)		(223)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>615</u>					
520	Collectors Fair							
	Income	215	3,009	0	(3,009)			0.0%
	Expenditure	0	375	0	(375)		(375)	0.0%
	Movement to/(from) Gen Reserve	<u>215</u>	<u>2,634</u>					
525	Gay Classic Car Group							
	Income	0	36	0	(36)			0.0%
	Expenditure	0	76	0	(76)		(76)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(40)</u>					
530	Gay Classic Club							
	Income	0	222	0	(222)			0.0%
Grand Totals:- Income		10,424	532,027	479,025	(53,002)			111.1%
Expenditure		31,270	564,713	479,265	(85,448)	0	(85,448)	117.8%
Net Income over Expenditure		<u>(20,846)</u>	<u>(32,687)</u>	<u>(240)</u>	<u>32,447</u>			
plus Transfer from EMR		3,086	3,086					
less Transfer to EMR		988	2,788					
Movement to/(from) Gen Reserve		<u>(18,748)</u>	<u>(32,389)</u>					

Agenda Item 16e

REGULAR PAYMENTS TO BE MADE DURING THE 2018/2019 FINANCIAL YEAR

(PRODUCED IN ACCORDANCE WITH FINANCIAL REGULATION 5.6)

Supplier	Description	Frequency
Ace Fire	Inspection and repairs of Town Hall fire alarm system and extinguishers	Bi-annual
Alphabet (GB) Limited	Van rental	Monthly
Anglian Water	Water - Town Hall and Cemetery	Quarterly
Auditing Solutions	Internal audit	Bi-annual
Aylsham Business & Enterprise Forum	Membership	Annual
Aylsham Cleaning Services	Contract Cleaning of Public Toilets	Monthly
Biffa Waste Management	Town Hall refuse collection	Monthly
British Telecom	Landline	Quarterly
Broadland District Council	Annual Premises Licence - Market Place & Red Lion Street Annual Premises Licence - Town Hall Business Rates - Town Hall, public toilets, cemetery, cemetery cottage (whilst empty) Dog & litter bin emptying (MUGA)	Annual
Came & Company	Insurance	Annual
Community Action Norfolk	Membership	Annual
E.ON	Electricity - Town Hall & Public Toilets	Quarterly
E.S.P.O	Town Hall gas	Monthly
Get Mapping	Parish online licence	Annual
Garden Guardian	Grounds maintenance	Monthly
HMRC	PAYE & VAT	Monthly
In Touch Systems	Broadband Remote monitoring Hosting internet account Annual domain fee Internet Security	Monthly, annual and every second year
Information Commissioner	Data Protection	Annual
Initial/PHS	Sanitary contract and mats - Town Hall & Drill Hall	Annual

J H Lynch	Window cleaning - Town Hall	Every six weeks
Just Regional	Newsletter	Bi-monthly
Littlejohns	External audit	Annual
Supplier	Description	Frequency
Mayday Office Equipment	Photocopier charges	Bi-monthly
National Trust	Rent - Cromer Road allotments	Annual
Norfolk County Council	Child Protection	Annual
Norfolk Pension Fund	Pension Contributions	Monthly
Norfolk Police	Keyholder	Every second year
N.P.T.S.	Membership	Annual
N.S.A.L.G	Membership	Annual
Ordnance Survey	Mapping licence	Annual
Pest Express	Pest control - Town Hall & Drill Hall	Annual
Play Safety	ROSPA inspections (play equipment)	Annual
PRS	Annual Licence	Annual
Public Works Loan Board	Loan Repayments x 2	Bi-annual
RBS	Accounting computer packages	Annual
Scribe	Cemetery computer packages	Annual
Shred Station	Disposal of confidential waste	Quarterly
Siemens Financial Services	Photocopier Lease	Quarterly
SLCC	Membership - Clerk	Annual
Staff	Mrs N Carver Mr R Grey Mr R Jeckell Mrs W Murphy Mrs S Lake Mr R Lamb Mr S Newstead Mr P Smith	Monthly
Total Gas & Power	Town Hall electricity Street lighting electricity	Monthly
T T Jones Electrical	Street lighting maintenance and repairs	Monthly
URM	Bottle Bank Collections	Monthly
Vodafone Limited	Mobile phones (facilities staff)	Monthly

AYLSHAM IN BLOOM

30 APR 2019

30 APR 2019

57 Hargate Street
Aylsham
Norfolk
NR11 6EA
01263 723421
aylshaminbloom@ncl.com
aylshaminbloom.co.uk

30 April 2019

For the attention of Aylsham Town Council

Application for money from the Recycling Fund

'Aylsham in Bloom' would like to apply to the Town Council for £150 from the Recycling Fund to pay for the plaques that are presented to the winners of the Traders' Competitions.

As you know, 'Aylsham in Bloom' organises an annual Traders' Competition for the best external floral display provided by a town centre trader. This has been very successful and last year there were well over forty premises displaying floral planting outside their premises. The winner receives an oval plaque that can be displayed outside their shop.

The 'Inside Out' competition reflecting the nature of the business within the building is also proving quite popular with more entries than ever last year. The winner receives a plate that they can display inside their shop.

Because a few of the 'Inside Out' displays are only visible on the day of judging, we advertise the judging day (Friday, 5 July) as widely as possible with the aim of attracting visitors to the town on that day to look at the displays and hopefully appreciate Aylsham. The judge this year will be Mike Owers, the project manager of the walled garden at Blickling. I will acknowledge sponsorship in all reports in the media.

CLERK'S ANNUAL REPORT FOR COUNCIL MEETING 14.5.19

This month I have added more detail and background to ensure that new members are aware of the areas in which the Town Council work and any continuing issues.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall	Refurbishment	Looking at various upgrades to the Town Hall which include; new front door, reconfiguration of cellar access, new AV equipment, blinds and screen. Planning Permission submitted
23 Market Place	Let to W H Brown Rent issue	Currently on a rolling lease. Request received to make permanent but with a 20% reduction – offer declined. No response received – most likely a speculative mailshot to all landlords across the group
Cemetery Cottage	Private Letting	No known issues
Cemetery		The clerk and Admin Officer intend to do a full audit of the site during the summer.
Allotments	All sites	AGENDA ITEM
Churchyard		Issue with wall between church and 12 Church Terrace. Still waiting for quote from builders – reminder sent
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"	Bench Request	Form to be completed and bench placed during summer
Hopkins Homes areas general		
P a u p e r s Graveyard	Clearing	AGENDA ITEM

Norfolk Homes Play Areas (equipped)		Offer of a Table Tennis system from Broadland D C was not successful. They are looking to see if they will receive more. Sprowston and Old Catton were the successful councils and will visit their sites when the equipment is installed to see whether it is worth pursuing
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	A d v e r s e Possession Claim	Following the information from the solicitors that there is a legal charge on this piece of land I contacted the land registry who advised contacting the Treasury. A response is still awaited.
Car Parks		
Street Lighting	Replacement Programme	Will bring a full plan for the replacement of all the current street lights to LED's to the June meeting
Mill Road / Cawston Road	Installation of Bollards O n s t r e e t parking	Still waiting for additional bollards around the grass near the friendship club to prevent parking on the grass. The meeting organised regarding the parking of vehicles relating to the garage did not occur as the garage owner and police were not present. Awaiting further details.
Public Toilets		The toilets have been opened for 12 years now and are used a great deal. Consideration to be given to look at a complete refurbishment
Offices - Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		Still waiting for £20,000 from Norfolk County Council to cover the cost of two bus shelters and ongoing maintenance
Pump		
Pillboxes		
War Memorial		

Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office no of any such areas and we will add it to the schedule we send them
Neighbourhood Plan		AGENDA ITEM
Drill Hall		AGENDA ITEM
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Mill Row	River Footpath	The footpath has now been created and will be registered with the land registry
Telephone Box	Refurbishment	AGENDA ITEM
Bure Meadows Footpath	New Footpath across to Dunkirk	Awaiting further information from developer who advise that it is being held up by the Environment Agency
Staffing		All appraisals completed. Staff meeting required to discuss issues arising from appraisals
Hungate Street Flooding		Drains have been repaired and seem to be working

Items for Town Council to consider

- Possible refurbishment of public toilets
- New street lighting scheme

Agenda Item 21a

Dear Sir I Madam,

On Bank Holiday Saturday, 20th April, a wonderful sunny day, ideal for the beach, I drove to Norwich and witnessed a traffic queue that blocked Aylsham roundabout and continued as far as Ellis Woodyard i.e. through Marsham and Hevingham and being an almost stationary queue.

The cause was the queue of cars attempting to turn left into Burgh Road to park inside the car boot field. As the car parking entrance to the field is also a pedestrian path across. This entrance, the drivers naturally are naturally cautious and move more slowly. Inevitably this

means that the queue to the car park from the A 140 can only move as quickly as a car cautiously entering the field to park.

One expects, if the car boot is to continue that a Marshall will be required censoring left turns once the car park queue backs up to the A140. Car drivers may discover that by using the town end of Burgh Road they have an alternative route to the car boot field.

Has our Council considered the impact of this route on our town on a Saturday shopping morning or the impact on Burgh Road residents?

Please would you Kindly distribute this letter and its accompanying photographs to all the Councillors so that they may draw their own conclusions. Please remember the Victorian houses in this road that have no garages parking facility other than parking in the street.

Information from Town Clerk

I received this letter and a further eight complaints by e-mail, phone and personal visit. I wrote to:

Highways – They have done everything they can do traffic holdups cannot be completely mitigated

Broadland Planning Enforcement – can take no action as no conditions regarding the highway were made when the application was made

Police – PC Magee will visit the site May 11th (if not called elsewhere) and speak to the organizer but there appears to be little that he can do

E-mail correspondence re road safety on Norwich Road

E-mail Received: 07 May 2019 09:55

Subject: road safety

I do the road crossing on Norwich road for John of Gaunt/bvs.....3 times since Easter I have now nearly been struck 3 times by cars, the 3rd being this morning 7th May,,, I have this time informed police as got a plate number, the other 2 were either so close, or didn't have a chance..this road need to have road bumps to slow vehicles down..or a proper speed camera at the least...I hope to hear from you Contact no

From: [Town Clerk](#)

Sent: 07 May 2019 10:13

Thank you for your e-mail and I am sorry that you have had these bad experiences. As you may know when the planning application for the nursery was being approved, we did ask for a 20mph speed limit but unfortunately this was not approved.

I will take your e-mail to the Town Council at their meeting next Wednesday to discuss other measures that could be made - subject to approval from Highways.

Sue Lake

E-mail Received: 07 May 2019 10:35

Subject: road safety

Thanks for quick reply.....after 15 years of standing up here, the only thing in my opinion to slow it up would be to put speedbumps in.....they don't even need to do it all the way if we were to put 2 or 3 either side on the crossing from the old bunker to the jubilee centre, thanks hope to hear soon

Agenda Item 21c

We are lining up the surfacing for the Marriotts way which is scheduled for October.

In order to carry out the works we will be closing the Marriotts way during the construction phase of the works.

I would like to be able to use the car park for the playing field at Mileham Drive as the site depot during the construction phase and will try to get some surface improvements done on the car park as a result.

In addition I am looking at installing new railway gates on this stretch of the Marriotts way to highlight the railway heritage of the route which will involve re-orientating a number of points and I wondered if we ought to have a site meeting to confirm what the plan is.

Would you come back to me to confirm?

Thanks

Russell Wilson, Senior Trails Officer

Norfolk Trails, Community and Environmental Services

REPORT TO COUNCIL

Subject: Telephone Box

Author: Sue Lake

Date: 9th May 2019

The insurance claim on the Telephone Box has been agreed. New parts have been received and the box is currently undergoing repairs.

Once repaired the intention is to place it in the Market Place and install a water distribution unit.

There are various different types to choose from as shown below. An indication of the preferred time will enable me to confirm it is suitable and also obtain the best price



**DUAL DRINKING
FOUNTAIN WITH
BOTTLE FILLER - ADULT
HEIGHT**
£1,018.00



**OASIS PSBF
VERSAFILLER WITH PAC
STAINLESS-STEEL NON-
REFRIGERATED COOLER**
£797.00



**Outdoor Bottle
Filler**
£1099.00



£499.00

NOTES OF THE
ALLOTMENT TENANTS MEETING
HELD IN AYLSHAM TOWN HALL
ON TUESDAY 23rd APRIL 2018 AT 7.00PM

Present: Mr T Bennett – Aylsham Town Councillor
Mrs Wendy Murphy – Assistant Town Clerk
21 Allotment Holders

Welcome

Mr Bennett welcomed all those present.

- Willow Park – An allotment holder confirmed that they would be able to put another tap in at the bottom of the allotments – Wendy will look into arranging this with the tenant
- Bure Meadows – Nothing to report
- Cromer Road – Wendy confirmed that the Town Council are still looking at placing water butts at Plot 1 and hope to have these in place by next meeting. It was asked if there would be any possibility of having a tap but as the land is rented from the National Trust Wendy confirmed that this was not viable
- Norwich Road – Wendy confirmed that the Town Council are currently digging over and grass seeding the plots that are not to be re- let

Wendy confirmed that there were only a few allotments available over the 3 sites and that the allotment on Bure Meadows that belongs to the Town Council would be covered with weed suppressant and eventually would be let as either a small plot or have raised beds on.

Wendy Sadler handed out leaflets promoting the Open Gardens and said that if there were enough volunteers then she would like to include the community allotment at Bure Meadow

It was suggested by an allotment holder if the Town Council could provide manure over the 4 sites. Wendy confirmed that this had been looked into at Bure Meadows but nobody would take responsibility of delivery – Wendy will look into this further but confirmed that there is an allotment holder on Cromer Road that has attended a Master Composting course and would be more than happy to offer advice on composting. Wendy suggested that she would contact the allotment holder to see if she would be prepared to hold a meeting on this.

Allotment etiquette was mentioned by an allotment holder at Bure Meadow as it appeared that some tenants had been walking over other people's allotments to get the water and not using the paths provided – It is noted that the Town Council cannot enforce this.

Allotment meeting closed at 19.37



via e-mail
S Lake
Clerk to Aylsham Town Council
Council Office, Town Hall
Market Place
NR11 6EL

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

cc: J Larter - NCC Developer Services

Your Ref:
Date: 19 March 2019

My Ref: KHU 9.5/16/1711
Tel No.: 01603 223326
Email: cameron.main@norfolk.gov.uk

Dear Ms Lake

**Development at Burgh Road, Aylsham.
By: Peregrine NUL Limited.**

The County Council will not accept responsibility for street lighting on this estate as it is considered that there is no highway need.

If your Council requires lighting and wishes to accept its future responsibility then it must be to a footway lighting standard, (Where no street lamp is mounted above 13 feet (3.9 metres) or where no street lamp is mounted more than 20 feet (6 metres) above ground level and there is at least one interval of more than 50 yards (45.75 metres)) between adjacent street lamps in the system) but the actual positions and equipment used is your Council's decision subject to the County Council's approval as Highway Authority.

Would you please complete the attached form and return it to me in order that I may know your Council's requirements.

Yours sincerely

Following the discussion at the last meeting this was the minute from January 2017 in relation to the discussion on street lightse

Aegel House, Burgh Road, Aylsham

The application does not include the provision of any street lights. It was proposed that the developers be requested to add these. This was **REJECTED** on a majority vote.

The cost of installing a new lighting column is around £1500. It is not clear if there would also be cabling costs to meet.

The average cost of electricity per street light is quoted at £28.

I would estimate 3-4 lights would be required.

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL
ON THURSDAY 18 APRIL 2019 at 7.00 p.m.**

PRESENT: Mr R Willis ABEF, Chairman
Mrs J Kerrison Aylsham WI
Mrs M Evans Aylsham Town Council
Mr G Margaron, Aylsham Community Partnership
Mr P Prekopp, Aylsham Slow Food

OFFICER: Mrs S Lake, Aylsham Town Clerk

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from
Mrs J Marles Aylsham In Bloom
Mrs V Shaw Aylsham Town Council
Mr R Preston, Walkers are Welcome
Ms K Hughes, Broadland District Council

02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

There were no Declarations of Interests or any Requests for Dispensations.

03 MINUTES

The Minutes of the Cittàslow Aylsham Meeting held on 21 March, were **confirmed and signed**.

04 MATTERS ARISING

There was nothing to report under this item

05 ITEMS REFERRED FROM LAST MEETING

There was nothing to report under this item.

06 ADJOURNMENT OF THE MEETING

In the absence of any member of the public, the meeting continued without adjournment.

07 RE-CONVENE THE MEETING

This item was not required.

08 OTHER ORGANISATIONS IN AYLSHAM

It was felt the process of talks from other groups still works well. Roger Willis will contact Tracey-Ann Moore to speak about ABEF.

09 FARMERS MARKET

The Farmers Market in April was very busy and the Market Place was full. It has been decided not to hold cookery demonstrations with outside chefs this year. Mainly due to a lack of interest in the demos and the thought that something new was needed. Nothing will happen in May as there is a wedding reception in the Town

Hall and June is also busy. From July onwards Slow Food will look at concentrating on one item each month – pizza, pasta etc.

10 PROJECTS

i) OLD STATION YARD

No work party this weekend but will look at something the following weekend. It is getting near to nesting season which does curtail the amount of work.

ii) WALKERS ARE WELCOME

The AGM has been held and the group re-structured and the new website in the process of being built. The response to the presence at the April Farmers Market was good. A re-launch will take place linked into Norfolk Day in July.

iii) BIG NORFOLK SAUSAGE BASH – May 12TH

Plans for this are progressing well. All areas are full and the demo list is complete.

iv) STREET PARTY – JULY 7TH

Two bands have been booked – Lovin Handful and Headway. The road closure is in place. Advertising has started and some bookings already made.

v) MAKE MUSIC DAY – JUNE 21ST

Work on this will be started after Easter.

vi) NORFOLK DAY – JUNE 21ST

Looking at holding an event with Walkers are Welcome.

11 CITTASLOW UK & INTERNATIONAL MATTERS

Notes from the meeting held on the 6th April were circulated. A new edition of 'Slow News' had also been published.

Discussion on the Cittaslow website did not reach a conclusion. Sue Lake advised that Cittaslow Aylsham could easily have a section within the Town Council website.

Roger Willis announced that due to health issues he would be standing down from Cittaslow UK and also will not be seeking re-election as chairman of this committee next year.

The next meeting will be on 6th April in York.

12 AYLSHAM COMMUNITY EVENTS COMMITTEE

Nothing more to report. All events are currently in hand.

13 SLOW FOOD AYLSHAM

Pat Prekopp gave a full report on the plans for the coming months.

14 AYLSHAM IN BLOOM

No report available but are working on Open Gardens in the summer and with the Town Council on the Paupers Graveyard.

15 ABEF

Disappointed at the poor turnout for the recent meeting on CCTV for businesses.

16 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER

No report available.

It was noted that Rev Andrew Beane will be leaving the Aylsham Parish later this year for an appointment in Exeter. Members wished him well in his new appointment.

17 ITEMS FOR INFORMATION/NEXT AGENDA

None raised

18 DATE OF NEXT MEETING

The date of the next meeting, which will be the Annual Meeting, was confirmed as **Thursday 16th May 2019 at 7.00p.m.in the Council Chamber, Aylsham Town Hall**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 7.57.m.

AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE
AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE DRILL HALL, CAWSTON ROAD, AYLSHAM
ON WEDNESDAY 1st MAY 2019 at 7:30pm**

PRESENT:

Eileen Springall	-	Chairman (Councillor)
Smudge (Paul Smith)	-	Aylsham Town Council Events Officer
Ed Margarson	-	Town Resident
Karen Smith	-	Town Resident
Val Shaw	-	Councillor
Trevor Bennet	-	Councillor
Paul Moore	-	Rocky's Road Event 2019
Ian Gravenel	-	Town Resident

1. WELCOME INTRODUCTIONS AND APOLOGIES

- There were apologies from Natasha Carver, Giles Margarson, Jack Branford, Brian Gaudett, Andrew Strange and Matt Miller these were accepted.

2. MEMBERS DECLARATIONS OF INTEREST

- There were no declarations made.

3. MINUTES OF PREVIOUS MEETINGS

- Minutes of the meeting held on 4th April 2019, as previously circulated were confirmed and signed.

4. INFORMATION ON MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

- There were no matters arising

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

- No members of the public in attendance.

6. TO DISCUSS THE ACCOUNTS FOR THE AYLSHAM EVENTS COMMITTEE

- Smudge gave a verbal update on the accounts, we are currently showing £11279.80 in our fund, but included in this is the tent funds.
- These were accepted by the committee.

7. TO DISCUSS ANTIQUE AND COLLECTORS FAIRS

The Events Officer reported that the fairs are now well underway for the year and there is good footfall with the stall holders being fairly happy with how things are progressing. The last fair saw one new stall in place thanks to Ryan's efforts. The Committee expressed their thanks to Ryan for the effort he is putting into the fairs on their behalf.

8. TO DISCUSS EVENT OFFICERS PROGRESS REPORT

- The Event officers report was previously circulated. This was accepted by the committee.
- Smudge gave a further verbal update to his report, items noted under each event.

9. TO DISCUSS NORFOLK SAUSAGE BASH 12TH MAY 2019

- As per the Events officers report with the following additions:
 - The requirements for the Town Hall on the day have changed but there will still be a fair amount of work to be done erecting staging etc and any help would be appreciated.
 - There have been a number of issues with the TEN's for the event but the Events Officer is hoping that these will all be ironed out before the deadline.
 - The Events Committee will be doing refreshments in the Town Hall, Natasha and Sue are doing the first shift until 1030, after which the committee will need to man the kitchen until approx. 1530. We will only need 2/3 people in the kitchen at any one time, and if possible we would like to have some cake etc to sell during the day.
 - Next week either Natasha or Smudge will go to bookers to purchase water etc for sale on the day.
- The events Officer was asked to keep the committee updated on the event and when people are required.

10. TO DISCUSS AYLSHAM 5K RACE 7TH JUNE 2018

- As per the Events Officers report with the following additions:
 - Steven, the organiser, has informed us that the cost for marshalls is £550 and he asked if we can shut all the roads off to save this cost. The Events office sees this as an issue because it would effectively shut the town off for a period of time. He has spoken with Richard Preston who is an experienced organiser of races and he is in agreement that this could be an issue, the Events Officer will discuss this with the organiser and see if we can solve the issue.
- Eileen has made a teddy bear in track suit etc to be raffled at the event.

11. TO DISCUSS NETBALL TOURNAMENT 15TH JUNE 2018

- As per the Events Officers report with the following addition:
 - During the event the Events Committee will be doing refreshments in the Town Hall and this will need to be manned.

12. TO DISCUSS SUMMER SOLSTICE 21ST JUNE 2018

- As per the Events Officers report with the following addition:
 - Giles will be doing a Bar-B-Que during the event and we are going to be doing teas/coffees etc, and if possible some cakes, help with the running of the refreshments is required.

13. TO DISCUSS AYLSHAM STREET PARTY 7TH JULY 2018

- As per the Events Officers Report with the following additions:
 - The Cittaslow Committee have received £55 from the church being their share of the revenue donated during the Christmas Tree Festival, it has been agreed that this would be put towards the street party.

- Again help is required on the day with set up and of course packing away at the end of the day.

14. TO DISCUSS CLASSIC CAR EVENT 14TH JULY 2019

- Paul Moore gave a verbal update on progress as follows:
 - The event is now in Tescos for 2 months so he will be sure to get at least £1000 from this which will ease his financial concerns for the event.
 - Pauls asked the committee to share the event on the various Face Book pages they are on.
 - Paul is keen to have his banners up sooner rather than later, he was informed to ask the railway if he can put one on their fence opposite Tescos. Also it will be possible to put one on the Town Hall but not until closer to the event.
 - Paul brought some flyers and was requested to bring some into the Council Offices for distribution.
- The Events officer has been sent a revised copy of the risk assessment for this event and he is working through it and will go back to Paul on any issues he sees with it.
- Paul had requested clarification on the premises licence for the Recreation Ground and the Events Officer informed him that the licence covers regulated entertainment only and no sale of alcohol.

15. TO DISCUSS NORFOLK DAY 27TH JULY 2018

- The Events Officer in his report suggested that a concert in the Town Hall on the afternoon of the 27th July by Jeff Short may be a good idea. Jeff would bring his musicians and there would be two singers, this would be at a cost of £700. The committee discussed this and it was proposed by Karen Smith and seconded by Val Shaw that this goes ahead, this was carried.
- Richard Preston, Walkers are Welcome, is currently waiting to hear from giles to clear the way for the walks along the railway.
- Entertainment at the railway as suggested at the last meeting was discussed and the Events Officer was tasked with investigating this and reporting back at the next meeting.

16. TO DISCUSS FESTIVAL OF DANCE MUSIC AND SONG 6-8TH SEPTEMBER 2019

- Nothing to report

17. TO DISCUSS WILDFEST 13TH – 14TH SEPTEMBER 2019

- Nothing to report

18. TO DISCUSS CHRISTMAS LIGHT SWITCH ON 29TH NOVEMBER 2019

- The Committee believe that the procession is now an integral part of this event and the Events Officer is to look at how we can make this work to allow the procession to reach the stage area easier.
- Because the switch-on has been moved to 1830 Santa may well not be on stage for the switch-on this year, but he should make an appearance during the buildup before the switch-on.
- The cost for stalls this year was discussed with the following being decided:
 - Visiting Santa to remain at £2.50
 - Outside stalls businesses to increase to £25 and charity to remain at £10
 - Inside stalls businesses to increase to £30 and charity to remain at £15

- The events officer is to ask other organisers how much they are charging for food vendors to attend their lights events and then to adjust our charges to reflect this.

19. TO DISCUSS ANY FUTURE EVENTS TO BE HELD

No Further events

20. TO DISCUSS ANY CORRESPONDENCE RECEIVED

No Correspondence received

21. AOB

No further Business

DATE OF NEXT MEETING

The next meeting will be held on 5th June 2019 in The Drill Hall at 7:30pm.

The Chairman closed the meeting at 9:15pm

**AYLSHAM TOWN COUNCIL
RISK MANAGEMENT POLICY**

1. Introduction - Risk management is a process whereby local councils methodically address the risks associated with what they do and the services they provide. The objective of risk management is to identify what can go wrong and take steps to avoid this or successfully manage the consequences. Risk management is not just about financial management; it is about achieving the objectives of the organisation to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and eventually, the community's Council Tax bills. Aylsham Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy to protect the Council from avoidable losses.

2. Responsibilities - This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

3. Definition - The Audit Commission (2001) defined "risk" as an event or action which will adversely affect an organisation's ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore "risk management" is the process by which risks are **identified, evaluated and controlled**.

It is good business practice that risk management processes should be supportive rather than restrictive, and should be embedded in the culture of the Council and embraced by all staff and Members.

4. Aims - The Council's aims with respect to risk management are as follows:

- a) To integrate risk management into the culture of the Council.
- b) To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
- c) To manage risk in accordance with best practice.
- d) To minimise losses, injury and damage and reduce the cost of risk.
- e) To ensure appropriate actions are taken to address identified risks.
- f) To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils' system of internal control.
- g) To ensure appropriate actions are taken to identify and pursue opportunities.

These aims will be achieved through the Council's Health and Safety Management System and Financial Risk Assessments. These documents detail the roles, responsibilities and actions necessary for successful implementation. The co-operation of all Members and officers is essential to ensure the Council's resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

Adopted by Aylsham Town Council 14th May 2019

Signed.....

To be Reviewed May 2021

**Minutes of the Christmas Decorations Community Committee
held on Monday 1st. April 2019.**

1. To receive/accept apologies for absence and welcome all attending.

Those present were Mr. Keith Elphick, Chairman, Ms. Catherine Hayes, Mrs. Susan Jay, Mrs. Mary Johnston, Miss Carol Kisis, Mrs. Lorene Rouse, Mr. Paul Davis, Mr. Francis Dodd, Mr Vic Hill, and Mr. Nigel Scarlett.

Apologies were received from Mrs. Ruth Hill, Mr. Allan Groombridge and Mr. Chris Ellis.

The Chairman welcomed everyone to the meeting and also gave a warm welcome to Mr. Tom Wilkinson who was joining our Committee on the invitation of Lorene.

2. The Minutes of the meeting of 28th. January 2019 were confirmed and were unanimously agreed by all present and were signed by the Chairman.

3. The Chairman stated that the Christmas lights would all be erected on 24th. November not 17th November as previously stated.

4. Grand Quiz.

This would take place on Friday 12th. April with the date being booked with the Office. The Committee thanked Sue, our Clerk, for allowing us to use the Town Hall, free of charge. Keith informed the members of the Committee that he would not be available on that night as he was going into hospital on that day for an op. The Chairman had informed Gotterson's who would provide the Fish and Chips and 90 tickets had already been sold at £9 each. Entrance would be at 7p.m. for a prompt 7.30 start. Sue agreed to be available to collect tickets.

Lorene would be Quiz Master, as before, with Mary as helper taking the scores etc. Paul agreed to put scores on the Score Sheet. Catherine and Sue would collect the papers after each round.

The Fish and Chips would be ready for 8.30p.m. and Francis and Vic would collect them. The sauces, vinegar and serviettes would be collected from Keith's house and Catherine would bring the salt, cutlery and large plastic bags.

Vic and Ruth agreed to organise the Raffle. Keith had got the £20 float together with the raffle books.

It was agreed that the prizes would be provided by Committee Members. Chris had provided 6 bottles of wine as the main prize and Keith had provided the Wooden Spoons.

The caretakers would set out the hall as required and the Chairman asked members to be at the hall for 2.30p.m. if they could help with the setting up.

The Chairman thanked Paul for printing the tickets and the posters and Catherine and Francis for laminating them and distributing them around the Town. He also stated he would thank Postles for agreeing to sell the tickets once again.

Keith hoped the evening would be a good one, as it always is, and he said he would be thinking of the event and everyone.

5. Fund Raising for 2019. The Chairman stated that he would 'call' for a Barn Dance on 28th September. More details later. Perhaps we could hold a stall at the Classic Cars Event on 14th July. More details later.

6. As the budget for 2019 had not been provided for us the financial position of our account is still the same as last time.

7. A.O.B. The Chairman stated that he had had to provide a report of our activities for The Annual Town Report meeting on 27th March.

8. The date of the next meeting was arranged for 24th. June in THE COUNCIL CHAMBER at 7.30p.m. and after thanking everyone for attending he closed the meeting at 8.15.p.m.