

Aylsham Town Council
Summary of Receipts and Payments
To 30/06/ 2022

Cost Centre	Receipts		Payments		Net Position
	Budgeted	Actual	Budgeted	Actual	
General Purpose	423,320	225,779	114,800	77,230	-159,971
Town Hall	13,600	3,076	58,750	12,765	35,460
Drill Hall	29,500	7,679	62,985	14,246	26,918
23 Market Place	5,500				-5,500
Cemetery Cottage	7,000	1,559	1,500		-3,941
Public Toilets			11,800	5,192	6,608
Other Properties		1,300	5,700		7,000
Cemetery	8,000	2,425	23,600	1,890	16,135
Allotments	4,500	283	24,690	1,512	18,961
Markets	9,000	1,782	2,650	948	-5,516
Open Spaces	8,200	2,015	166,020	38,496	121,339
Events		10,379		11,727	-1,349
Churchyard			13,700	506	13,194
Street Scene			10,450	10,144	306
	508,620	256,277	496,645	174,656	69,644

Aylsham Town Council Current Year

Cash in hand 01/04/22	404,496.90
Plus Receipts	256,310.46
Sub total	660,807.36
Less Payments	185,999.04
Cash in hand	474,808.32
Represented by	
Current Bank A/C	13,321.99
Active Saver	346,845.47
Public Sector Deposit Fund	25,915.34
Shawbrook – Issue 7 Fixed Bond	88,475.52
Petty Cash	250.00
	474,808.32

	General Reserves		151,643	
	EMR Bottle Bank		4,950	
	EMR Cittaslow		1,200	
	EMR Community Events		7,400	
	EMR Christmas Decoration		1,600	
	EMR Election		2,000	
	EMR Marquees		1,200	
	EMR Drill Hall		22,000	
	EMR Town Hall		17,000	
	EMR Properties		24,100	
	EMR Cemetery		41,700	
	EMR Open Spaces		70,400	
	EMR Highway Verges		3,880	
	EMR Recreation Ground		34,400	
	EMR Churchyard		48,500	
	EMR Street Furniture		12,000	
	EMR Hall Hire Deposit		50	
	EMR CIL		22,930	
	EMR Cemetery Cottage		2,000	
	EMR Allotment Deposits		5,855	
				474,808

REPORT TO COUNCIL

Subject: Request for funding

Author: Sue Lake

Date: 26th July 2022

The Emanuel Church are nearing the end of the refurbishments of the church and they would like to include a Changing Places toilet.

The overall project to restore the chapel to church and community use is costing £300,000 which the church are funding. Within the build they have created a specialised space with strengthened walls and floors capable of supporting the internal hoist fittings which are suitable for a fully compliant Changing Places facility.

This will benefit adults, families and children as a changing facility open every day to the public and when the church is closed it is still available to people with disabilities via a Radar key, something not currently available in Aylsham.

The costs for this element of the project are as listed below.

Ideally they would like a substantial sum, possibly from CIL but if this is not considered favourably then a donation from the Recycling fund to meet the cost of some of the amounts listed.

1	CP WCLL 1 Closed coupled flat topped low level WC	622.00	622.00
1	Small wash basin	71.12	71.12
1	TMV3 mixer tap	299.00	299.00
1	CP CB 3-8 Changing/Nursing Bench 1800mm (with safety rail) for restricted environments	3,547.25	3,547.25
1	CP XY 1 Overhead H frame hoist system - includes installation to services provided, subject to survey	0.00	2,700.00
1	CP DDR 1 Drop down support rail blue 850mm	347.75	347.75
4	CP GR 1 Grab rail blue 600mm	41.65	166.60
1	CP M 1 Mirror 600mm x 1000mm with safety backing	108.50	108.50
1	Installation	0.00	1,714.00
		Subtotal	9,576.22
		Tax	1,915.24
		Total	£11,491.46

REPORT TO COUNCIL

Subject: Request for funding

Author: Sue Lake

Date: 26th July 2022

At the last meeting the council received a report regarding the trees on Jewels Lane and the impact for one resident on Goulder Drive. The trees had grown to such an extent that the grass at that end of the garden had died leaving just bare earth. Work will be undertaken to the trees in the coming weeks to reduce the height and the effect on the garden.

The resident has requested compensation in the form of funding for work to reinstate the grass.

The costs are as follows:

Quotation No: 1137

Date: 26th July 2022
 Survey: Back lawn, 126 sq. m
 Survey date: 26th July 2022
 Customer Reference 596

Treatments

B - Treatment Booked

Summer (June-July) 2022

T3 - Summer Fertiliser and Weed Review (126 m²) £37

Autumn (September-November) 2022

Top Dressing (35 m²) £66

Over Seeding (35 m²) £36

Aeration - Solid Tine (126 m²) £69

T4 - Autumn Fertiliser and Moss Control (126 m²) £37

Winter (November-January) 2022/2023

T5 - Winter Lawn Conditioner (126 m²) £37

Total: £282

Valid for 1 months from date of quotation - Expires 26th August 2022

Payment methods: Payments can be made by BACS, cheque or cash.

Payments terms: 7 days after completion of treatment

Pricing: The price of goods or services is inclusive of VAT unless stated otherwise

CLERK'S REPORT FOR COUNCIL MEETING 3.8.22

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Have chased planning re sign at Town Hall and waiting for a response Have approached a local company re mirror and waiting for costs
23 Market Place		
Cemetery Cottage	Private Letting	No reported issues
Cemetery		
Allotments		No issue
Churchyard		Bench in the churchyard has been vandalised and working with owner for replacement Waiting confirmation from PCC re waste area plans to enable permission to be sought from Archdeacon
Market Place		Looking at a contractor to replenish the large planters
Farmers' Markets		
Markets		
Jannys Close Community Garden		Noticeboard removed
Staithe		Work on the trees as recommended by the recent report will take place soon
"Little Staithe"		
Hopkins Homes areas general		Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Most repairs are underway
Highways		Bench on Hungate Street that was destroyed was in memory of 50 th anniversary of World War 2. This was placed by ex-servicemans club. Unsure if they will replace
Paupers Graveyard		Signage is currently being designed and a maintenance schedule put in place The wildflowers that were planted are looking good despite the dry weather
Norfolk Homes Play Areas (equipped)	Wymer Drive	Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting Most repairs are underway
Norfolk Homes large area off Mileham Drive		Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting Most repairs are underway
Land at Sapwell Close	Adverse Possession Claim	All paperwork sent to the solicitors except minutes detailing the Town Councils acceptance of the land. Currently reading 1970's minutes to find this.

Car Parks		
Street Lighting		
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		Request for bus stop at the top of Banningham Road with Norfolk County Council
Pump		
Pillboxes		
War Memorial		
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Drill Hall		
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	To be moved this month
Bure Meadows Footpath	New Footpath across to Dunkirk	Work considered not satisfactory and in dialogue with Broadland s106 officer
Youth Group		Have met with the School Council following the survey they undertook. Next stage is to do a full audit of facilities in the town
Archives		Annual Report attached
Blickling	Stakeholders Meeting	Meeting scheduled for 20 th September at 2pm

Items for Town Council to consider/note

- **Bench on Hungate Street**
- **Archives Report attached**
- **Blickling Stakeholders Meeting**

Annual report: Aylsham Town Archives up to May 2022

Since my last report, in April 2021, like the rest of the world, we have been in and out of lockdown as the COVID virus spread. The volunteers were able to start work again under strict social distancing and other regulations but visitors could not be regularly admitted until recently.

We are however very busy! A new volunteer Bob Baxter joined us in July 2021, having had a career in museum design. As well as working on a long-term project transcribing a register of prisoners in the Bridewell (held in the NRO), Bob has also relisted and moved our library on to safer height shelving; cleared and listed the large items on tops of the archive cupboards; removed old frames and broken glass and re-organised and listed the Poster/map cupboard.

Despite (or perhaps because of) the situation, the number of email enquiries which reached us via the Town Clerk, the Heritage Centre and the Aylsham Local History Society was fairly constant. Topics included history of houses in Millgate, The Meadows, Bure Valley farm and Breese farm; gardeners working for Blickling and a clown at Burgh. We were able to put the British Library Sound Archive in touch with a descendant of a musician Percy Brown in connection with copyright.

Amongst the steady accrual of items for the archive (many coming from the Heritage Centre), we have been given photographs and documents of the Roofe family and of the Williamson family, who were both shopkeepers in Red Lion Street. Some commemorative items belonging to the Pardon family (donated in 2021) were displayed in the Archive Evening on 18 May 2022 at the Heritage on the theme of royal events. Awareness of the Archive was also raised by our having a table at the Local History Day on September 25 2021 where Roger, Bob and I were asked a range of questions and helped to read some letters of the Nicholson family.

The NRO's Community Archives project was extended because of the pandemic but the two staff were unable to visit us in person. The project has now ended but we have a brand new Excel catalogue thanks to Laura McCourt. This has involved me in revising the whole catalogue and entering the listing made during 2016-2019 which was only created in Word tables. The new version is able to capture all the fields used in the old database system. The project also included disaster planning and archive collection policies. Our collection policy was put before the Town Council in September.

The project also gave us £500 towards archive packaging material which we have spent on Secol archive transparent folders for all the posters and large photos which were previously unpackaged. Archive weights and a book cushion have also been bought.

We are very grateful to Sue Lake for fielding enquiries to the archive and for allowing access when possible last year. Obviously our work is over a year behind where I had hoped we would be by now but we have made a good start on the backlog.

June 2022 Maggie Vaughan-Lewis

AYLSHAM RECREATION GROUND COMMITTEE
12th July 2022 Pavilion, Recreation Ground
7PM

Present

Myles Hague, Barry Lancaster, Eileen Springall, Sean Cannon, Trevor Bennett, Heather Morton, Francis Dodd, Richard Moore, Charlie Hodgson.

Wendy Murphy – Recreation Ground Manager/Secretary

1. Apologies and Welcome

Apologies received from Lauren Stroud, Vivien Turnwell, Jill Willis

2. Minutes of the previous meeting

The minutes of meeting held 14th June 2022 which had already been circulated were amended to state that user groups do not need to provide accounts but when requesting their grants they need to provide details of how this will be spent. The minutes were then confirmed as a true record.

3. Matters Arising

None.

4. Financial Reports

a) The Finance Officer had previously circulated up to date accounts and confirmed that the balance of the current account as at 12th July 2022 was £2451.14 and the Savings Account was £24100.88. The Bowls Club fencing has been purchased and will be installed in October.

b) To review all leases for user groups – ongoing WM. Wendy will pay out grants to the cricket and bowls clubs on receipt of an email confirming how this will be spent. Wendy will send a letter to the ladies' cricket team to confirm an ongoing licence to be submitted to England Cricket Board.

c) Wendy confirmed that she is still waiting for the Tennis club insurance.

d) Wendy chased risk assessments from user groups.

5. Recreation Ground Managers Report and Ground Maintenance Review

Wendy confirmed that she has had the ROSPA playground inspections in and herself and Myles will be reviewing these in the next few weeks. Wendy has had a quote from NGF Play for zip wire maintenance for £895.77 + vat. It was proposed by Barry Lancaster and seconded by Heather Morton to accept this. All in favour. She is still waiting for Kevin Shepherd to come back with a date for risk assessments.

6. Ground/Pavilion Maintenance/Zip Wire/Skate Park/Smile Park

a) **Update on cricket grant for ladies' restroom** – as discussed Wendy will do a letter regarding licence and forward a floor plan of the Pavilion.

b) **Tree Survey** – Wendy has previously circulated three quotes a) £5400 + vat b) £3820 + vat and c) 7150 + vat. It was agreed to go with quote c who was MJ Tree Services. Eileen proposed, seconded by Trevor and the majority were in favour of this. It was agreed to plant

a tree to replace the one that has to be felled. Wendy confirmed she had received an email from Lee Ellis regarding a fallen tree over his fence, she will get MJ Tree Services to look at this asap.

c) CCTV Policy – It was agreed to adopt the policy that Wendy had previously circulated, she will purchase more signs.

d) Water Harvesting – Still waiting for Sue Catchpole to come back with a decision but it was agreed to go ahead and get three quotes for this project.

7. Future Projects

Skate Park – Wendy read a letter from Sue Lake, Aylsham Town Clerk, regarding the Town Council's discussions for the new wheel park. Confirming there is no need for a committee to be formed and that fundraising could be secured by Wendy and Sue and that the design would be a matter for the youth of the town to decide on. The Recreation committee agreed with this.

Pavilion – The ownership of the new building was discussed with decisions yet to be made and the committee was asked to come up with ideas and locations for this project and a name was mentioned for the building as the Goulder Centre, this is yet to be decided.

8. AOB

Wendy confirmed the EPIC Blickling half marathon will be starting from the Recreation Ground and using the Pavilion toilets free of charge. They have agreed a donation to the skatepark fund.

Reports were given: -

Aylsham Runners – they confirmed everything is good and that they have entered the Round Norfolk Relay.

Aylsham Tennis Club – they have arranged a social event for Rachel Goldson's leaving do on 30th July at 11am. They have three professional teams and are looking to resurface the courts in the next few years.

Aylsham Bowls Club – the Jubilee event was a great success for them and they have ordered bright shirts to be worn.

Aylsham St Giles Cricket Club – no report.

Aylsham u3a Petanque Group – no report.

Meeting closed at 21:11

Next Meeting – it was discussed to meet earlier at the Recreation Ground to review the possible position of the new building. It was agreed to meet at 18:30 on Wednesday 10th August 2022

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT TOWN HALL,
ON WEDNESDAY 20th JULY 2022 AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mrs J St Clair Aylsham U3A
Mrs J Kerrison – Aylsham WI
Mr G Margaron, Aylsham Community Partnership
Mrs W Sadler – Aylsham In Bloom
Rev Canon Julie Boyd – Aylsham Parish Church
Curate Natalie Rees
Graham Peers – Broadland District Council

OFFICER: Mrs S Lake Town Clerk

01 APOLOGIES FOR ABSENCE

Mrs H Jones Aylsham U3A
David Harrison – Aylsham Town Council
Mr R Willis ABEF
Mrs M Evans Aylsham Town Council
Mrs M Anderson-Dungar ABEF

02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

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

03 MINUTES

The minutes of the Cittaslow Aylsham Meeting held on 15th June 2022, were **confirmed and signed by the chairman.**

04 MATTERS ARISING

Nothing Raised.

05 ADJOURNMENT OF THE MEETING

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

06 CITTASLOW UK & CITTASLOW INTERNATIONAL IN AYLSHAM

a) To receive an update regarding a Llangolen & Mold Councils

Llangolen Town Council should appoint a new representative in late July. Mold will not be appointing until September. However, it looks as if the UK network will remain viable.

b) To receive an update on the request for accounting details

Still no real information.

07 CITTASLOW IN AYLSHAM

a) To consider a meeting of Aylsham Groups

It was **AGREED** to keep this on hold for the time being until the outcome of the elections in Wales is fully realised.

Graham Peers the tourism officer from Broadland attended the meeting . He is working with the six towns in Broadland and South Norfolk and is furthest forward with Harleston. The town is creating a group of organisations in the town, similar concept to Cittaslow, to liaise and co-promote. They will also be launching a new website 'Vest Harleston' which will list activities for both residents and visitors to the area. This website will link into others in the 'Visit' family. A similar website could be created for Aylsham and this could lead to greater involvement of other groups in Cittaslow. It is hoped a template will be available by the end of September

08 FARMERS MARKET AND GENERAL MARKETS

a) To receive an update on the June Farmers Market

Peter Ward retired after the July market and will be missed. No suitable replacement has been sourced at the moment. Slow Food did well at the market.

b) To receive an update on the general markets on Monday and Friday

Market is looking a little tired and there is scope for new stalls. Graham Peers offered to find out how markets were fairing in other towns.

09 CLIMATE EMERGENCY

The last meeting had included a presentation by Broadland District Council on what can and cannot be recycled. This was both interesting and informative.

The Green Day event is scheduled for September 25th.

The workshop from Vattenfall on the Community Grant Scheme will take place on Thursday 21st July.

10 PROJECTS

i) OLD STATION YARD

Spraying will take place soon

ii) TOWN PEDESTRIAN MAP

The Town Council has approved this and contact has been made with the map maker. He would like to meet to discuss the contents. It was agreed that a small group consisting of Jean St Clair, Pat Prekopp and Sue Lake would meet to discuss the design.

iii) AYLSHAM FESTIVAL

The group that organised the Festival of Dance, Music and Song in 2018 had approached the clerk regarding a similar event in 2023. Although this is different style of event than the Aylsham Festival it was felt this might be a good start point that could be expanded upon.

iv) **PERMA CULTURE**

This was suggested as something the town could look into. It works very well in towns across Europe. There is a member of the ACE group is very keen on this and it was agreed to leave it with her to bring something forward.

11 AYLSHAM COMMUNITY EVENTS COMMITTEE

The next meeting is scheduled for 7pm on 20th July when the main topic will be Christmas.

12 SLOW FOOD AYLSHAM

The group numbers are up. Currently working on both the Food Festival and the Aylsham Show.

13 AYLSHAM IN BLOOM

The Open Gardens was a success despite the poor weather and will run again in 2024. The wildflowers at the Paupers Grave are growing well.

14 ABEF

There was no representative available at the meeting but a written report had been received. A meeting has been held to discuss the way forward to assist businesses the most and an open meeting will be held in November

15 AYLSHAM TRAFFIC GROUP

The draft strategy has been completed but was not well received by the group. Discussions are still taking place.

16 AYLSHAM PARISH CHURCH

The church is gearing up for end-of-term events. They also have lots of events on over the summer holidays including assistance with families that are struggling with feeding children over the holidays.

A concert of 'songs from the shows' will take place in August. The Teddy Bear zipwire event and 'Hymns and Pimms' are scheduled for October

17. ITEMS FOR INFORMATION/NEXT AGENDA

Nothing brought forward

18. DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Wednesday 21st September 2022 at 11.00am at the Drill Hall**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.30pm



**Minutes of the Aylsham Climate Action Meeting
held on Monday 4th July 2022**

Present:

Trevor Bennett	Michael Goodwin	Phillippa Neale
Eleanor Baker	Jenny Haycocks	Pat Prekopp
Sue Catchpole	Ray Horne	Arthur Rope
Michael Dolling	Carol Lee	Sue Sharpe
Mary Evans	Neville Lee	Grizelda Tyler
Pat Grocott	Richard Moore	

Sue Lake Town Clerk

1. Welcome and apologies for absence

Apologies were received from

Lesley Bennett	Lilie Ferrari	Ian Hildrew
Rev Canon Julie Boyd	Erica Fisher	Sally Hildrew
Chris Corby	William Fisher	Sheila Preston
Linda Corby	Veronika Goodwin	Wendy Sadler
Anna Dolling	Margaret Hayward	

2. Declarations of interest

None were declared

3. Minutes

The minutes of the meeting held on 30th May were agreed and signed by the chairman

4. Information on Matters Arising from previous minutes

Nothing raised

5. Presentation from Broadland District Council

Naageen Noorani from Broadland District spoke to the meeting regarding what can and what cannot be included in the recycling bins provided by the District Council. The recycling rate in Broadland is currently running at 49% which is above the national and local average. The food waste service will be expanding from October to cover areas such as Aylsham which are currently excluded. They finished the presentation with a 'waste quiz' debunking common myths on what can go in which bin.

6. Climate Change Groups

A written report had been received from some groups and these was expanded on

Contact & Connect

The Town Clerk queried the green bunting request as to where it was to be placed and by whom. The bunting would be for around the stalls and will be placed by the stallholders.

The outreach work went really well.

A presentation on social media engagement was deferred due to time restraints

Energy

The Town Council will be considering the proposal for a thermal imaging camera at the July meeting

Waste

Continuing to talk to the church re Terracycle.

Will consider an open meeting on Men's Shed for the autumn

Biodiversity

The possibility of reducing the Town Councils grass cutting was discussed. The Town Clerk advised that the grass cutting was under contract so cannot just be reduced without consultation and agreement. The Town Clerk requested more detail from the group to enable this to go forward.

Groups are asked to send a written report for distribution with the agenda no later than one week before the meeting.

7. Working with Aylsham Schools

Item deferred

8. Green Day Event

This is scheduled for Sunday 25th September – times to be confirmed.

All groups are asked to consider a stall for this event and report back at the next meeting.

9. Sustainability of Town Council buildings and work

a) To discuss sustainability of the Town Hall

There is a real problem with the Town Hall as it is both listed and in the conservation area. A new boiler will be required soon but most 'green' boilers would not be capable of heating the hall. The windows are also both an issue and in a bad state of repair. Previous conservation officers at the planning department were not receptive to replacement wooden windows with sealed units. However, there is a limit to how often the windows can be repaired. The Town Clerk will look to find a heating expert who could advise.

It is also not clear if solar panels would be accepted by both the planners and the public.

b) To discuss sustainability of the Drill Hall

This will also need a new boiler shortly and similar issues of finding a suitable replacement will be an problem. Solar panels could be considered but there is a glass roof to the Drill Hall and not sure how suitable this would be.

b) To discuss sustainability of Ground Work

The Town Council uses very limited chemicals and only when other methods have failed. The grass is contracted to be cut every two weeks.

10. What has the group omitted?

- Green Finance – possibly stall at the Green Day event about investing ethically
- Food and Farming – regenerative agriculture
- Celebrations
- Flying

It was felt that this could be seen as a bit 'preaching' if not handled carefully

11. New Items for future discussion

Nothing raised

12. Date of Next Meeting

To confirm the date of the next Meeting as Monday August 1st 2022

The meeting closed at 9.10pm



AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE
AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL
ON WEDNESDAY 20th JULY at 7:00pm**

PRESENT:

Giles Margarson	-	Town Resident
Joan Bennett	-	Councillor
Patrick Prekopp	-	Councillor
Fiona O'Hara	-	Town Resident
Sue Lake	-	Aylsham Town Council Town Clerk
Donna Butcher	-	Aylsham Town Council Events & Admin Officer

1. TO APPOINT A NEW CHAIRMAN FOR THE COMMITTEE

Giles Margarson put himself forward for the position of Chairman on a temporary basis. This was agreed by the committee.

2. WELCOME INTRODUCTIONS & APOLOGIES

Giles welcomed Fiona O'Hara to the committee and Fiona introduced herself and gave a background of her experience in event management. Apologies received from Ian Gravenell, Andrew Strange and Richie Barnett.

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

None received.

4. TO CONFIRM MINUTES OF MEETING HELD ON 18th MAY 2022

The minutes of the meeting held on 18th May 2022, as previously circulated were then confirmed and signed.

5. INFORMATION ON MATTERS ARISING

None.

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

None present.

7. TO RECEIVE THE EVENTS OFFICER'S REPORT FOR THE JUBILEE WEEKEND

Donna Butcher reported that the Party at the Park and the Street Party were both well received and well attended. Points raised for similar future events; to employ security if necessary where alcohol is being consumed and marshals if needed from a safety aspect, Giles suggested speaking to Steven Hitcham as he uses security and marshals for EPIC 5K. A list to be made of where tables and chairs are acquired from for the street party, Fiona will send a list through of the equipment available from the ACT centre. Sue Lake reported the 'Our Town' event wasn't very well attended and could not be advertised sufficiently due to the high school failing to put anything in place, leaving Sue and Mary to organise it at short notice.

8. TO DISCUSS EVENTS FOR THE REMAINDER OF 2022 AND INTO 2023

- Donna confirmed the band, Sons of Mark, have been booked for the Christmas lights switch on and the trailer has been secured for the stage. The Vocalights choir and students from the high school will also be performing. Sue confirmed that Tom Youngs has been approached to switch on the lights. It was announced that we have booked two Reindeer for the evening and it was suggested that a possible suitable location would be Barclays Bank car park. The letter to Santa will also run again this year. Donna will confirm with Helen at Eclipse that Santa's Grotto will be situated in the salon this year. Donna to check with Olly for the sky scanner to be booked for the event.
- The date for the Christmas Craft Fair was confirmed as Saturday 3 December, a number of traders have already booked.
- It was discussed that something similar to Oak Apple Day and the Aylsham Festival could be amalgamated, however Fiona raised concerns over the timing being in the school holidays and this might effect attendance of the event. A number of options were discussed for a summer fete or festival.
- It was agreed that film afternoon/evenings would be a good idea and Fiona put forward the concept of the 'Baby Screen' cinema and proposed to organise the first event to be held in the Town Hall.

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

Sue discussed a meeting with Graham Peers from Broadland and South Norfolk Council regarding a linked website for events.

10. TO AGREE DATE OF NEXT MEETING

The next meeting will be held on Wednesday 21st September at 7:00pm in the Council Chamber

11. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8:30pm



AYLSHAM TOWN COUNCIL CO-OPTION POLICY

This Co-Option Policy is the procedure to follow when a casual vacancy occurs at Aylsham Town Council.

1. The Town Council must give public notice of the casual vacancy as soon as practicable after it is deemed to have occurred (in accordance with s232 of the 1972 Local Government Act). The Town Clerk will inform Election Services at Broadland District Council who will supply the necessary notice. These notices will be placed on the Town Council website, noticeboards and Social Media accounts.
2. A notice of casual vacancy allows for 10 people on the electoral register to request, in writing to the proper officer of the principal authority, that an election be held. Should this happen, a by-election must be held (unless an ordinary election is due within the next six months).
3. If no request to hold a by-election is forthcoming, Town councils are permitted to exercise the power to co-opt a person on to the council to fill a casual vacancy. Although seeking 'expressions of interest' is not a legal requirement, it is recommended that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.
4. Whenever the need for co-option arises, the Town Council will advertise the vacancy to seek and encourage 'expressions of interest' by a specified date from anyone in the parish who is eligible to stand as a Town councillor. All potential candidates will be requested to put their request for consideration in writing with the following additional information: -
 - a) Reason for wishing to be Councillor
 - b) Relevant Community/Council work
 - c) Other skills they can bring to the Council.
5. At the next suitable Full Council meeting:
 - a) **The clerk to confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80. Due diligence should be carried out to ensure that the information given by the applicant is correct.**
 - b) **The candidate must be in attendance at the meeting.**
 - c) **Chairman to invite candidates an opportunity to speak and to allow members the chance to ask questions of the candidates.**
 - d) **The chairman will be able to adjourn the meeting for private consultation if this is required. This could be to determine the suitability of the candidates.**

- e) **The meeting will vote on the acceptability of each candidate for co-option. If there are more applicants than vacancies there should be a signed ballot. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39). One person will be chosen for each vacancy.**
6. Once chosen the co-opted members may join the meeting.
 7. The Clerk will notify Electoral Services of the new councillor appointment, initiate 'Acceptance of Office' paperwork and advise the co-opted member of her/his obligations with regard to registration of interests.
 8. If no one accepts the vacant post(s), the whole process is to be repeated when new individuals expressing interest are identified or until the next election.
 9. The same process will be filled to co-opt members following an ordinary election after which vacancies remained.
 10. This policy will be reviewed every two years or as legislation changes.

The attached form will be used as the basis of ascertaining a candidate's suitability to put his or herself forward for co-option.

Adopted December 2020

Reviewed July 2022

Next Review