



**I HEREBY GIVE NOTICE OF A MEETING OF AYLSHAM TOWN
COUNCIL AND SUMMONS ALL MEMBERS TO ATTEND. THE
MEETING WILL BE HELD IN THE TOWN HALL ON
WEDNESDAY 7th OCTOBER 2026 at 7.00 pm**

Faye LeBon

(Town Clerk)

Thursday 1st October 2026

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

A G E N D A

- 1. To Receive Apologies for Absence**
- 2. Election of Vice Chairman**
- 3. To Receive Declarations of Interest and Grant Requests for Dispensation**
- 4. To Agree the Minutes of the Meeting held on 2nd September 2026 (1-6)**
- 5. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
- 6. To Receive Reports from County and District Councillors, and other Partnership Organisations**
Maximum of 3 minutes per report.
- 7. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
- 8. To Receive Town Clerk's Report (7-9)**
- 9. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals (10-11)**
- 10. Highways**
 - a) To receive update on Transport Hub (12)
 - b) To receive update on Parish Partnership 2027/2028 and consider possible projects. (12)
 - c) To receive update from Transport Group (13-14)
 - d) To consider correspondence relating to highway damage on Holman Road (15-18)
- 11. Finance**
 - a) To receive the bank reconciliation to 29th September 2026 (19)
 - b) To receive year to date payments and receipts against budget (20-30)

- c) To agree the detailed payments 26th August 2026 to 29th September 2026 (31-41)
- d) To agree the detailed receipts from 26th August 2026 to 29th September 2026 (42-48)
- e) To note schedule of reserves (49-50)
- f) To receive interim audit report from PKF Littlejohn (51-56)
- g) To appoint internal auditor for 2026/2027 accounts (57-58)
- h) To consider items for 2027/2028 budgetary consideration (58)

12. To Receive Information on Winter Pressures Grant Scheme and Consider Project(s) (deadline 30th October) (59-61)

13. Governance (62-67)

- a) To appoint member to Christmas Lights Committee
- b) To appoint member to Community Events Committee
- c) To agree Structure and Terms Reference for the Transport Group

14. Procurement

- a) To consider creation of a Procurement Panel (68-69)
- b) To consider adoption of Terms and Conditions for the Supply of Services (70-82)

15. To Consider Response to Broadland Council Public Spaces Protection Order in relation to vehicle-related anti-social behaviour (83-87)

16. Committee Reports

a) Planning (88-94)

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

b) Visit Aylsham (95-97)

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

c) Cittaslow (98-100)

- i) To note the Minutes of the Meeting of 22nd September 2026
- ii) To consider report on the future of running Cittaslow Aylsham

d) Staffing (101-103)

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

e) Property (104-106)

- i) To note the Minutes of the Property Committee of 15th September 2026 ()

f) Churchyard Committee (107-111)

- i) To note the Minutes of the Churchyard Committee meeting of 8th September 2026
- ii) To Receive Report on Initial Memorial Stability Testing

g) Christmas Lights Committee (112-114)

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

h) Events Committee (115-117)

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

i) Neighbourhood Plan Steering Group (118-120)

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

j) Blickling Stakeholder Meeting (121-125)

- i) To note the Minutes of the Blickling Stakeholder meeting held on 10th August 2026

17. To Note Items for Information or a Future Agenda

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

19. Closure of the Meeting to the Press and Public

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

20. Contracts

- a) To Receive Quotations for Boiler Replacement and Appoint Contractor