



**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 5th AUGUST 2026 at 7.00 pm**

Faye LeBon

(Town Clerk)

Thursday 30th July 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 1st July 2026 (1-7)**
- 5. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
- 6. To Welcome Sgt James Marrison and Receive Police Report**
- 7. To Receive Reports from County and District Councillors, and other Partnership Organisations**
Maximum of 3 minutes per report.
- 8. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
- 9. To Receive Town Clerk's Report (8-11)**
- 10. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals (12-13)**
- 11. Highways (14)**
 - a) To receive update on Transport Hub
 - b) To receive update on car parking around the Saturday Car Boot Site
 - c) To receive update from Norfolk County Council regarding proposed A140 speed restrictions

12. Finance

- a) To receive the bank reconciliation to 28th July 2026 (15-20)
- b) To receive year to date payments and receipts against budget (21-30)
- c) To agree the detailed payments 24th June 2026 to 28th July 2026 (31-38)
- d) To agree the detailed receipts from 24th June 2026 to 28th July 2026 (39-43)
- e) To note schedule of reserves (44-45)
- f) To Receive Update on Internal Audit Process (46)
- g) To Consider Recommendations from Internal Audit (47-49)
 - i. To Review Investment Policy (50-55)
 - ii. To Review Financial Regulations (56-73)
 - iii. To Review Aged Debtors (77)
 - iv. To Note Pay Multiple for 2025/2026 (75)
 - v. To Note Fraud report for 2025/2026 (76)
 - vi. To Consider Adoption of Retention Policy (77-82)

13. Committee Reports

a) Aylsham Climate Emergency ()

- i) To receive the minutes of the meeting of 6th July 2026 and approve decisions made (83-85)
- ii) To approve amendment to PEB project proposal to approve additional funding for musician (86-88)

b) Planning ()

- i) To note the Minutes of the committee meeting of 9th July 2026 (89-95)
- ii) To receive update report regarding Lidl application (96-97)

c) Visit Aylsham ()

- i) To receive verbal report of Snail Trail Launch on 1st August
- ii) To receive update on Town of Culture Application (98)

d) Cittaslow ()

- i) To note the Minutes of the committee meeting of 21st July 2026 (99-101)
- ii) To receive verbal update on Cittaslow UK AGM on 5th August

e) Staffing ()

- i) To note the Minutes of the Staffing Committee of 22nd July 2026 (102-103)
- ii) To Consider Requirement for Safety Monitoring of Lone Workers and Agree Associated Budget (105)

f) Property ()

- i) To note the Minutes of the Property Committee of 7th July 2026 (106-107)

g) Events Committee ()

- i) To note the Minutes of the Community Events Committee meeting of 15th July 2026 (108-109)

14. IT Improvement Project

- a) To Review Hardware / Software Project and Associated Budget
- b) To Review Network Section of Project and Associated Budget
- c) To Review Ongoing IT Support Requirements

15. Governance

- a) To Agree Standard Email Disclaimer for the Town Council (110)

- b) To Review Town Council Privacy Policy (111-112)
- c) To Agree Date, Time and Format for Councillors to Initiate Discussions on Long Term Strategy

16. Council Events and Training

- a) To Agree Delegates to Attend the NPTS Autumn Seminar (113-116)
- b) To Agree Delegate to attend Norfolk Cadet Forces Employer Engagement Breakfast (117-118)

17. To Note Items for Information or a Future Agenda

18. To Confirm the Date of the Next Meeting as Wednesday 2nd September 2026