



**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 1<sup>st</sup> JULY 2026 at 7.00 pm**

*Faye LeBon*

(Town Clerk)

Thursday 25<sup>th</sup> June 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.

**AGENDA**

- 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 Meetings Held on:**
  - a) 3<sup>rd</sup> June 2026 (1-6)
  - b) 22<sup>nd</sup> June 2026 (7-8)
- 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 (9-11)**
- 9. Committee Governance**
  - a) To Review councillor membership of the Events Committee
- 10. To Receive Update on IT Improvement Project**
- 11. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals (12-13)**
- 12. Highways**
  - a) To receive update on Transport Hub planning application

- b) To Discuss car parking around the Saturday Car Boot Site
- c) To review Memorial Bench Policy (14-17)
- d) To receive correspondence from Norfolk County Council regarding proposed A140 speed restrictions (18-20)
- e) To Receive Report from Transport Group

### 13. Finance

- a) To receive the bank reconciliation to 23<sup>rd</sup> June 2026 and note report into resolution for bank reconciliation error for May 2026 (21-23)
- b) To receive year to date payments and receipts against budget (24-33)
- c) To agree the detailed payments 28<sup>th</sup> May 2026 to 23<sup>rd</sup> June 2026 (34-43)
- d) To agree the detailed receipts from 28<sup>th</sup> May 2026 to 23<sup>rd</sup> June 2026 (44-47)
- e) To note schedule of reserves (48-49)
- f) To Receive Internal Scrutineer's Report (50)
- g) To Consider Individual Recommendations from Internal Audit Report (51-52)
- h) To Receive Update on Internal Audit Process

### 14. To Consider Membership to Community Action Norfolk (53-54)

### 15. Committee Reports

- a) **Aylsham Climate Emergency (55-58)**
  - i) To receive the minutes of the meeting of 8<sup>th</sup> June 2026 and approve decisions made
- b) **Planning (59-67)**
  - i) To note the Minutes of the committee meeting of 11<sup>th</sup> June 2026
- c) **Cittaslow (68-71)**
  - i) To note the Minutes of the committee meeting of 16<sup>th</sup> June 2026
- d) **Staffing (72-75)**
  - i) To note the Minutes of the Staffing Committee of 3<sup>rd</sup> June and 24<sup>th</sup> June 2026
- e) **Property (76-78)**
  - i) To note the Minutes of the Property Committee of 2<sup>nd</sup> June 2026
  - ii) To note urgent works required to roof of Town Hall
- f) **Neighbourhood Plan ( )**
  - i) To receive report of the Neighbourhood Plan meeting of 25<sup>th</sup> June 2026
- g) **Churchyard Committee ( )**
  - i) To receive verbal report of the Churchyard Committee meeting of 29<sup>th</sup> June 2026
  - ii) To Consider Correspondence from Ivan Fisher Funeral Directors relating to a Proposed Memorial in Aylsham Cemetery
- h) **Christmas Lights Committee ( )**
  - i) To receive verbal report of the Christmas Lights Committee meeting of 24<sup>th</sup> June 2026

### 16. To Review Town Council Premises Licenses (79-86)

### 17. To Consider Physical Recognition of Aylsham as a Mindful Town (87)

**18. Community Engagement (88-93)**

- a) To Agree Rota for Councillor Chats
- b) To Agree Date to Visit Community Sports Hub
- c) To Receive Draft Minutes for the Annual Town Meeting

**19. To Note Items for Information or a Future Agenda**

**20. To Confirm the Date of the Next Meeting as Wednesday 5<sup>th</sup> August 2026**

**21. Closure of 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 items 22 to 24 in view of the confidential nature of the business to be transacted.

**22. To Consider Proposition for IT Retained Support**

**23. To Consider Options for Communications Officer Appointment**

**24. To Receive Correspondence Regarding Visit Aylsham META accounts**