

Aylsham Town Council
Summary of Receipts and Payments
To 31/01/2024

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
General Purpose	124,150	139,872	122,150	127,276
Town Hall	79,650	72,628	79,650	65,104
Drill Hall	62,800	59,115	62,800	68,756
23 Market Place	6,000	3,750	-	-
Cemetery Cottage	6,500	5,782	250	-
Public Toilets	-	-	12,000	12,214
Other Properties	6,550	6,550	6,800	6,076
Cemetery	23,680	21,290	23,680	26,658
Allotments	34,625	35,771	34,625	29,266
Markets	9,000	6,178	2,150	3,234
Open Spaces	184,900	189,523	177,950	150,983
Events	-	2,978	2,000	4,974
Churchyard	-	300	13,800	4,897
Street Scene	28,700	28,700	28,700	33,522
	566,555	572,437	566,555	532,960
VAT		27,651		31,454
		600,088		564,414

Aylsham Town Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	4,300.00	1,500.00	2,642.23	1,480.83	4,638.60
Cittaslow	700.00	1,500.00	1,783.29	157.05	573.76
Community Events	5,200.00	2,000.00			7,200.00
Christmas Decorations	160.00	2,000.00	5,045.83	1,453.92	-1,431.91
Election	2,000.00	500.00			2,500.00
Marquees	1,375.00		28.42	145.84	1,492.42
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	31,100.00		6,320.00		24,780.00
Open Spaces	70,400.00				70,400.00
Highway Verges	4,385.00		9,257.26	11,675.43	6,803.17
Recreation Ground	34,400.00	15,600.00			50,000.00
Churchyard	46,000.00				46,000.00
Street Furniture	11,500.00		2,156.50		9,343.50
Allotment Deposits	5,875.00	-650.00	500.00	1,325.00	6,050.00
Hall Hire Deposit	50.00	-50.00			0.00
CIL	28,987.00			1,701.17	30,688.17
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	300.00		65.57	914.24	1,148.67
Communications	5,000.00		270.00		4,730.00
In House Grass	5,000.00	5,000.00			10,000.00
Boiler Reserve		10,000.00			10,000.00
Climate Group	409.00	500.00			909.00
Total Earmarked	308,241.00	37,900.00	28,069.10	18,853.48	336,925.38
TOTAL RESERVE	308,241.00	37,900.00	28,069.10	18,853.48	336,925.38
GENERAL FUND					90,375.39
TOTAL FUNDS					427,300.77

REPORT TO COUNCIL**Subject: Replacement Fencing****Author: Sue Lake****Date: 1st February 2024**

At the December meeting the Town Council agreed in principle to replace the fence at the Staithe on Banningham Road with black metal estate fencing together with gates for pedestrians and vehicles.

Following this agreement I contacted Broadland planning who confirmed that planning permission would not be required as long as the fence was the same height.

I have therefore obtained three quotes for replacement and council are asked to consider these.

Ref	Work Detailed	Comments	Total Cost
A	Fencing £4,420 Gates & Posts £1,570 Painting £700 Removal of old fencing £555 Price includes installation	Local company who has visited site Has undertaken satisfactory work at the Rec	£7,245
B	Fencing including tops £2,405 Gates £460 Painting £585 Installation £3,102 Shipping £180	Price based on my e-mail Query gate cost as do not believe it includes vehicle gate – awaiting confirmation	£6,732
C	No information provided	Visited site	£13,268

REPORT TO COUNCIL

Subject: Insurance Claim**Author: Sue Lake****Date: 1st February 2024**

As you will recall last February a drunk driver crashed into a light fitting on Penfold Street causing serious damage and the need for emergency attendance to make safe and later a full repair. The police contacted the County Council street lighting contractor not the Town Council contractor.

The driver of the vehicle has been prosecuted and found guilty. However, their insurance company is showing a reluctance to pay.

The costs the Town Council have incurred for this are as follows:

Amey	Emergency call out	£2634.97
Norfolk CC	Road Closure	£1283.92
MLP	Traffic Management	£1157.91
TT Jones	Replacement light	£2678.00
This makes a total amount, net of VAT, of £7,754.80		

The loss adjusters have challenged every invoice. I have managed to get them to agree the road closure and traffic management charges.

They are also happy with part of the TT Jones invoice as well. They are querying the Amey charge even though it has been explained it was an emergency and a Sunday so the rates are much higher.

The main issue is with the part of the contractor bills relating to the DNO charge which is the electricity cut off and re-fix. They are now saying that this does not have to be performed by a specialist but the contractor can do this. I have asked Paul Jones to comment on this and his response is as follows. I will try and get a response from Amey by the meeting.

Clearly we cannot comment on Amey Street Lighting's potential resource or the potential resource Amey Group more broadly could call upon.

They are clearly a very big powerful company and I believe they even run/manage whole district networks in other parts of the country and therefore it is quite possible they have very significant in-house resources to call upon.

Speaking specifically for TT Jones Electrical Limited. We are categorically not an ICP (Independent Connections Provider) company. We definitely do not have the resource to meet the criteria to pass the required Lloyds ICP standard. We have no (as is required) agreement with any District Network Operator (DNO) UK Power Networks (UKPN) or otherwise to work on their live underground network system and would never countenance working on said networks ourselves. We are entirely reliant on UKPN and their consented ICP sub contractors for all DNO works

So far they have paid an interim payment of £2039.78 and are now offering a settlement payment of £3000.

**EFFECTIVENESS OF INTERNAL CONTROL
WORKING PARTY MEETING
Tuesday 23rd January 2024 – 11am**

PRESENT: Mr L Mills Mrs A Overton
Mr D Curtis Mr K Cunnane

Mrs Sue Lake, Town Clerk

A copy of the Interim Internal Audit Report 2023-2024 dated 14th December 2023 had previously been circulated. The report included the following matters

Publication of External Auditors Certificate

The regulations state there should be five years worth of finance records on the website. The 2018-19 External Auditors Certificate was not present. This has now been added.

Shawbrook Bond

This was scheduled for renewal in July last year but no action was taken by the Finance Officer. The bond has therefore rolled over to a Business Matured Funds Account but no paperwork has been received. This institution is very difficult to contact and will only speak to Annette. Annette will contact them and get the information.

It was suggested that once the investigation has been completed then the clerk will look at other potential investment sources.

ACTIONS: Annette Overton to gain information on the account
Sue Lake to investigate other investment options

It was also suggested that perhaps the Town Council should look at other banking options. The Town Clerk will look into this and write a report for the Town Council to consider.

Financial Risk Assessments and Internal Control Policy

These were reviewed and although some make reference to a Finance Officer and the post is currently in abeyance at the moment they were agreed with a view to a full review when the new Town Clerk is appointed and the staffing arrangements agreed.

Financial Regulations

New Financial Regulations are currently being prepared nationally. The existing Finance Regulations were agreed and a further review will take place when the new regulations are available.

Issues with Recreation Payments

Due to a delay in completing a new mandate there is currently no access to the Recreation Bank Account. As this was down to a Town Council error the clerk requested if the Town Council could make emergency contractual payments until this has been completed. This was AGREED subject to confirmation from the Town Council.

The meeting closed at 11.35am

CLERK'S REPORT FOR COUNCIL MEETING 7.2.24

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler Asbestos survey recently undertaken
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		Topple Testing took place on 17 th October. Only two headstones failed badly
Allotments		
Churchyard		£300 grant for plants received
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		AGENDA ITEM
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	Initial trees planted on January 16 th A risk assessment has been received from the tree wardens Looking into watering solutions
Highways		
Paupers Graveyard		Signage is currently being produced and a maintenance schedule is in place
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		
Property Registration		Solicitor has been engaged to register all TC property and this is progressing
Car Parks		
Street Lighting		Met with residents regarding support pole and situation has now been clarified
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins	Additional Bins	
Bus Shelters		
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	Water Leak	A water leak under the floor of the main hall was discovered. The maintenance team have diverted the pipe to avoid the floor needing to be dug up
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box		
Bure Meadows Footpath	New Footpath across to Dunkirk	The residents of Bure Meadows are unhappy that the maintenance of this path will fall exclusively on them but the path will be free for all to use. They are looking at lobbying the Town, District and County Council and have also contacted the MP to try and get the path adopted by the County Council. Residents are now suggesting applying for planning permission to remove bridges
Barclays Barn		Have contacted agents to get owner information
Grit Bin		Have received a request for a grit bin on the corner of Holman Road/Holman Close. The cost of a bin is £115. The County Council will fill for free

Items for Town Council to consider/note

- **Drill Hall repairs**
- **Additional Grit Bin**
- **Bank Barn**

PROJECT PROPOSAL

PROJECT TITLE: Aylsham - A Healthy Town Initiative

LEADERS OF PROJECT: Kay Montandon, Lorna Garner

OUTLINE of the PROJECT

In Norfolk the incidence of chronic, metabolic or lifestyle illnesses are on the increase. Diabetes, obesity, hypertension, cardiovascular disease, arthritis and dementia are all rising. Access to healthcare is lower in Norfolk than in the rest of England (ONS data), and mental ill health is higher. Whilst average life expectancy is higher than the rest of England, people are living longer with ill-health.

Aylsham Town is growing and has a demographic that is changing but still relatively elderly. We can help signpost our residents to access to the right care in our area, increase the understanding of self-care services available here, help with understanding of preventive behaviours, and help increase the social interaction of people who may be experiencing social isolation.

Early discussions with Councillors, ACT, doctor's surgery, EEAST, Community Connectors, County Public Health Officer, local physio practice initially suggests that there would be support for a Town Council-lead initiative to encourage residents to access a broader range of health and wellbeing services and groups.

The suggestion has been made in discussions with potential collaborators to hold a monthly event in the Town Hall to bring together providers and professionals for informal chats, provision of info and to give an opportunity for residents to stay and chat amongst themselves as well. Suggested we provide the hall and maybe man the café to encourage people to drop in and have a chat with each other as well as with the service providers.

Feedback from Market Surgery was that the biggest health issue we can help with is Loneliness. Hence the social aspect of the gathering as well as offering space for local social groups to pitch up and talk about what they can offer to aid a sense of belonging and purpose for people.

Partnerships: District Council funded Community Connectors (located in surgeries and signposting patients to healthy outcome interventions) Norfolk County Public Health group, ACT, NHS, Waveney Mind, local health practitioners and dentists practices, groups and organisations around health and fitness and social interactions, social care signposting, nutritionists, women's health providers, children's services and any others that we become aware of. We may not have space for all these people to be represented each month but the idea is that over say 12 months people will be exposed to organisations and services that they would not otherwise know about. ACT and Community Connectors will commit to monthly attendance.

Town Council Events Team will be a key collaborator too.

Key tasks:

Talk to all providers of health and support services and social groups in the area to invite them to participate.

Encourage them to advertise the event to their constituents – as a way of helping to signpost people with needs beyond a simple doctor's appointment

Promote the events through Town Council website, Just Aylsham, Parish Councils in the area, posters in shops, services and hospitality outlets in the area, and a banner in the town square so that people can get to see our commitment to helping Aylsham be Healthy. Get coverage on local radio, EDP, through Broadland Council website etc etc.

Timescale: Aim for first Event to be held one afternoon in late March

External Funding (please specify):

Approximate funding required from ACE/Town Council £300-500 first month, and £150 per month thereafter? (Banner, Café, Hall hire?)

ABOUT the PROJECT

What is the need for this Project?

Health outcomes are declining for many individuals in our demographic.
Accessibility to health services is getting more difficult
Social isolation is on the rise
Aylsham is expanding and services will not necessarily keep up

Who will benefit?

All residents – those with health needs, and those with social needs.

How will those taking part help design, implement & evaluate the project?

Reaching out to providers that can come along.
Marketing the event, manning the event
Talking to the punters who come and getting feedback forms filled in.

How many will be involved, and how they will contribute to the Project.

A core team of 4 or 5 people.

Is Town Council staff involvement required?

The events team expertise will be really beneficial

If so, what will this entail?

Planning and setting up the event.

What are the publicity requirements and who will lead on this?

TC website, Just Aylsham, Parish council notices, Posters and Social Media. Events team and project leaders.

How will progress on the project be reported back to TC?

Regular Agenda Item at TC meetings

How will the success of the project be evaluated?

Numbers of attendees and feedback of providers and participants. Ultimately it would be good to devise a measure of the health of the population, and be able to track that too.

WHEN WILL THE PROJECT BEGIN & END?

START: February 2024:

END: February 2025

Minutes of AYLSHAM RECREATION GROUND meeting on Tuesday 16th January 2024 held at the Aylsham Recreation Ground at 7.15pm.

Present

Lauren Stroud, Barry Lancaster, Sue Lake, Jon Minns, Philip Kingsford, Neil Thurtle, Sean Cannon, Cheryl Bould, Heather Morton

Apologies

None

1. Welcome:

LS welcomed everyone to the meeting, the 1st in 2024 and thanked everyone for their time and efforts last year.

2. To confirm minutes of the last meeting Tuesday 19th December at 7.15

All in agreement that the minutes were a fair and accurate representation of what was discussed.

3. Recreation Ground Caretaker's report

Neil reported as follows:

- all is generally okay
- inspecting the areas of the park several times a day
- A small piece of damage was found on Smile Park, so sent a picture to Sue
- Carried out a minor repair to a bolt
- Yearly inspections will still be undertaken by ROSPA
- Checked the defib casing

Sean and Heather commented on how pleased they were with what Neil was doing and was visible on the Rec.

4. Finance

a. Incoming and outgoing to date

Current bank position is just under £13K

Next grant money is £12K which is to be received in March

This is to last to 31/3, the end of financial year

b. Financial implications for budget next year update by Sue

Lauren will review the budget as did not receive what was requested from Town Council.

Water costs not finalised.

Outstanding line painting of car parks and cost of internal and external painting of the pavilion also to be finalised.

Bank is still needing to confirm mandate, which was sent before Christmas. The Rec is unable to pay contractors at present.

New bank signatories are now Lauren and Donna (Town Council) (as Wendy is leaving the Town Council).

If necessary we can temporarily use Town Council funds for 2 payments outstanding to Keith and Richie.

c. Tennis and bowls maintenance budget.

Philip confirmed that the outstanding issues with the Bowls maintenance budget had been resolved with Sue.

ACTION

Lauren to review budget and amend where necessary

5. Matters arising (new since last meeting)

a. Sue's role/long term position

Sue explained that she will be retiring 30th June 2024. The Town Council are looking to amend the Town Clerk's job description that could include a permanent role on the Aylsham rec Committee. Currently Sue is acting in her role which allows her to help/liase with other organisations in the Town. It makes sense with the Rec forming a large part of the Town's budget it helps to protect the Town's money and the perception of the Town Council. Rightly or wrongly, the public perception is that the Town Council already runs it. This arrangement would improve communication between the two bodies.

Barry stated he was concerned about the accountability of the Rec. At present he reiterated that at present the Town Council are Custodian Trustees and only hold the legal documents. (Attached document Barry received from CAN explaining the role of Custodian Trustee). He felt as we paid Wendy to do the Rec Manager role, we should then pay Sue, or her equivalent, moving forward to demonstrate these lines of accountability.

However, it was explained that the role Wendy undertook no longer exists in that format as we have employed a Caretaker instead to fulfill part of the role.

ACTION

Sue to check the Rec and Town Council agreement 2016, to see if anything in the agreement helps to take the correct decision whether the Town Clerk can continue assisting the Rec long term without the need for payment.

b. Financial implications for the budget for the following year

The Rec did receive a slight increase in budget £65K increased from £63,850. There are two significant projects that we were trying to fund from the budget: £60K, for play resurfacing - which a separate grant is being applied for. The second project is a rainwater harvesting scheme for £75K. This has been referred to Net Zero Norfolk for possible funding.

6. Update on previous matters

a. Cricket maintenance

Sean has reviewed the emails with Sue and have identified there is £3k outstanding. The cricket treasurer has been instructed to pay this.

ACTION Sue to check we have received payment

b. Bowls overspend

This has also been resolved with Philip and Sue. Due to inaccuracies in filling in the budget, and 2 items, fencing and steps, being allocated incorrectly to maintenance.

c. Play parks resurfacing

Heather reported that she has received 3 quotes that are required to be submitted to funding application. However, even though all suppliers when given the same quotes to price off using the original tender, one company decided to do a remeasure and consequently quantities do not match. Heather's husband is a Quantity Surveyor so is in the processing of reviewing the quotes, speaking to the suppliers and will provide a report with a recommendation of preferred supplier. This will be based on best price, product and service.

ACTION Heather to supply report to Sue to use as evidence for funding application asap as needed for funding application by the end of January.

d. Plaque relocation

This still needs to be done. This led to discussion that display boards with the Rec's history would be good to highlight the generosity of the Goulder family. The family had contacted Sue to have the plaque moved to be more visible.

ACTION Sue to ask Gavin to re-position plaque

ACTION Lauren To liaise with Sue about making up story boards, contacting the family for any possible photos and to explain to family what we would like to do.

e. Litter stick

Neil has decided this is not required but aware can have one if necessary.

f. Cleaning – schedule of works

Sue spoke with Richie, the cleaner to establish his work pattern and prices

Monday and Thursday Full clean pavilion £25

Tues/Wed/Fri Main hall/kitchen and inside toilet £15

Mon to Friday Outside toilet £7 daily

On call weekends outside toilet £7

He has given a price to clean the windows £25 every 6 weeks including sky light

Richie recommended replacement shower heads. He does turn them on weekly but they are spraying uncontrollably.

ACTION Sue to draw up a contract with him and Recreation Ground. He has already been doing the job for the last year. There will be a review of service contract will be reviewed annually at AGM.

g. Funding – Pride in Place

Sue reported she is in process of completing the application to replace the path across the Rec, redo the play surfaces and perform a traffic survey on Burgh Road. After meeting with Jilly Gould, it was clear that the application, sourcing, and siting of new disabled play equipment was not very far advanced and so wouldn't meet the current timescale for this application.

Sue is obtaining quotes for the path replacement in both concrete and resin. Currently, slabs on sand but these slabs could be sold on once replaced.

ACTION Sue to continue with application to be submitted by January 31st 2024.

h. Tree work

Sean reported he has sent out for 3 quotes and only received 2 replies. Initially one company did not include the road closure costs, which will be required to do the job safely.

They had not only provided the original report, were cheaper and have been used previously and done a good job.

The tree work has been more extensive than budgeted for. This coming year the budget was increased to help compensate for the overspending.

The aim to get all the jobs marked “red” done by the end of the month.

Sean suggested that we pay 50% upfront and 50% on completion which will then come out of next year's budget.

It was proposed by Sean, seconded by Barry and all in agreement to appoint MJTree Services.

ACTION Sean to contact MJ Tree services to instruct works

i. Cricket strips and cricket work update / j. Cricket net erection

Sean recapped about the recommendations from risk assessment by Labosport. The aim is to try and mitigate the risks of a cricket ball hitting a member of the public. The cricket club are working in conjunction with the planners and ECB.

Two options are possible, either moving the entire cricket square (very expensive and not an immediate option as square and strips take several years to become established) or use 6 metres high fencing, as used by the premier league, could be put up before each game along the area of concern.

A grant was applied for the netting but it was turned down as the fund was oversubscribed.

However, Steve Riley (local councillor) has awarded his personal £1k grant to this project. This means the club can purchase the netting for the start of the season. The net will be placed along the hard standing area in front of the

pavilion and in front of the under 12s play area. Sockets will be placed into the ground, where poles can be placed and a pulley system will pull up and tension the netting. Neil, the ground's caretaker will help set up and take down. Metal cap needs to be sourced to cover the sockets when poles not in use.

Barry requested that Labosport should be contacted to inform them of the actions being taken and ask if they would endorse this.

ACTION Sean to contact Labosport to inform them.

ACTION Lauren to contact Jill at Hooked on Stitching to let her know about netting

k. Fencing/walls and gates

Heather reported that she had now received 3 quotes and presented the figures.

Quote 1 £10,620

Quote 2 £4870

Quote 3 £4921 but quote also included doing the entrance walls at Sir William's Lane as well

The gates had been fitted at Sir William's Lane but still require painting. Norfolk Estate fencing who supplied the gates have offered the paint free of charge. Neil will be supplied with paint and paint the gates.

Norfolk Estate fencing have supplied the quote to rehang the gates on Burgh Road on new posts.

Proposed by Sean, seconded by Philip to accept third quote as doing both entrances. Also, to instruct Norfolk Estate fencing to rehang the gates. Barry abstained from vote, otherwise all in agreement.

ACTION Heather to contact the contractors to appoint

Heather to supply Neil with paint when receives it

l. Kickabout area

Ground is too wet to do at moment

m. Safety of chairs

Sue reported that the rooms needs to be emptied and chairs tested and those not suitable thrown away. The room needs a tidy with a suggestion of floor plan to aid this.

ACTION Sue to organise

n. Painting of pavilion and car park lines

Sue reported that she had spoken with Keith. He said that quotes were sent but they for some reason not archived. He was asked to resend.

Keith also said that he is not retiring this year.

Sue also said that she was unable to find Keith's contract after March 2023. Keith was under the impression his contract ran to 28.2.24. As Keith was on a rolling contract this can be used until the end of March.

Moving forward a procurement document was needed and an advert needed to put the job out to tender from 1st April 2024. This was proposed by Barry and all in agreement.

ACTION Sean to liaise with Sue to create document

ACTION Sue to advertise the job

o. Constitutional reform update

Sue confirmed that we had received the £250 generously donated for training with CAN about the benefits of incorporation and trustees role.

Lauren reported that he had contacted the Town Council Chair about this and he was happy for us to undertake the training and a Town Council representative should be able to attend.

Barry had sent around document with an attachment about Custodian trustees supplied by CAN for everyone to read. As everyone not appeared to have received this attachment, it will be included at end of minutes.

Philip had reviewed the Aylsham Recreation Ground's status on the Charity's website. For some reason we, according to some documentation were already classed as incorporated. He spoke with the Charity's commission about this and it appears to be a clerical error on their part and confirmed the Recreation Ground is unincorporated.

ACTION Lauren to arrange meeting with CAN

p. Defib at bowls club

This had not been done yet as bowls club is closed for season. This will be booked in May. The fencing may need to be strengthened to support the weight of the casing.

ACTION Sue to check this has been completed in May

q. Licence agreements

Lauren explained that there needed to be consistency between the groups and was testing formats with the cricket and bowls club. It was close to being sorted.

Sean gave a vote of thanks from cricket club for what Lauren had done so far.

ACTION Lauren to give an update at the next meeting and bring to the committee for approval

7. Updates, concerns or proposals not already discussed

a. Sue reported that the office space used by Jill at hooked on Stitching was drawn up with a solicitor had not been updated. Sue to re-issue this 1st April

ACTION Sue to re-issue agreement
ACTION Sue to send copy to Lauren

b. Sue reported that booking form needs to be reviewed as the area updated by ladies cricket team was being used when not booked.

Sean said the cricketer's were open for people to use this room if requested such as the referee for football team.

Discussion around using a key code on this room.

ACTION Sue to send copy of booking form to Lauren Provide key code for this room
ACTION Lauren amend that hiring hall/kitchen and toilets only

c. Philip wanted clarity about the use of the gate between bowls and tennis club and the use of the toilet by the tennis club. The toilet is maintained by the Rec but the bowls club clean and tennis club doesn't contribute to cleaning. Also the key for the toilet is often used and not returned.

Sean suggested a key code to be used for the toilet and that the cleaning be taken over by Richie as part of his routine. All in agreement.

ACTION Sue to provide key code lock and instruct Richie.

d. Philip stated that earlier in the year the bowls club volunteered to paint the external fence around the ground. This was not allowed on health and safety grounds as could not restrict cars entering.

As a committee agreed this was now acceptable as could shut half the barrier and would insure that high viz and tape would keep volunteers safe from cars parking.

ACTION Philip to sort out paint required to be purchased

d. Petanque

Sue reported that payment had been received form U3A and North

e. Sean extended an invitation to Charitable event on Saturday 2nd March at Town Hall to raise funds for Cricket. Tickets £10 for food and quiz

f. Sue reported that she had not received renewal of Insurance cover

ACTION Lauren To be placed on agenda next time
ACTION Sean to present at next meeting a review

g. **Neil**, caretaker provided his mobile number. Also wanting to know how to view CCTV. Sue explained he can view via Sue on laptop. Also Lucas Community Police Officer has access to it.

h. Barry wanted to check about water sampling. Company who did previously had been bought out.

ACTION Sue to check water sampling takes place

i. Barry concerned about no Town Council representatives at present and wondering about the future of the committee.

Sue explained the council still has to make it's decision about the Rec at the end of March. A new councillor is interested in joining and Cheryl continues to be an observer.

j. Heather enquired about a possible food outlet on the Rec. As yet no further enquiries.

k. Lauren reported that he had attended the Aylsham Show presentation collecting a cheque for £300. Also spoke with Alan from the tennis club who he hopes will attend future meeting as tennis representative.

l. Lauren to draw up an annual calendar of events with date of AGM

ACTION Lauren to do calendar and supply at next meeting

Meeting closed at 9.40pm

Next meeting Tuesday 20th February 7.15pm Aylsham Recreation Ground



**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 16th JANUARY 2024 AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mr G Margaron, Aylsham Community Partnership
Mrs M Evans Aylsham Town Council
Mrs M Anderson-Dungar ABEF
Mrs T Newsome – Aylsham U3A
Mrs C Bould, Aylsham Town Council
Mr K Cunnane, Aylsham Town Council
Mrs W Sadler – Aylsham In Bloom

OFFICER: Mrs S Lake Town Clerk

01 APOLOGIES FOR ABSENCE

Rev Canon Julie Boyd, Aylsham Parish Church
Mr G Peers – Broadland District Council
Mr R Willis 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 November 2023, 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

To receive an update

Giles Margaron advised he had spoken to the other towns and a meeting will be set up once the other towns have held their own Cittaslow meetings.

Mo Anderson-Dungar reported there was nothing from Cittaslow International.

07 CITTASLOW IN AYLSHAM

- a) To receive an update regarding Visit Aylsham website
This has now been completed and launched <https://visitaylsham.com/>
There has not been a large publicity push as we need to populate this more first.
- b) **2025 Anniversary**
The possibility of holding the seminar was discussed in detail. In view of the costs and that there will be both a new clerk and new chairman this year it was felt this was not feasible. It was also felt that it would not bring much direct benefit for the towns residents.
However, it was felt that the occasion should be marked in some way and the consensus was that a series of events would have more impact.
This was proposed and **AGEED**
- c) **Aylsham Food Trail**
This may fit into the 2025 celebrations. Pat Prekopp will prepare a proposal for the next meeting.
- d) **Communication Officer for Aylsham – Town Council decision**
The Town Council agreed the proposal for a Communications Officer but did reduce the hours to 10 per week. Adverts and interviews will take place soon.

08 FOOD AND CRAFT MARKET AND GENERAL MARKETS

- a) **To receive an update on the Food and Craft Market**
The December market, was busy – no market is held in January
- b) **To receive an update on the general markets on Monday and Friday**
These remain at the same level

09 CLIMATE EMERGENCY

To receive an update

The meeting with Jerome Mayhew has been re-organised by his office and will not focus solely on climate matters. The meeting will be held on January 26th at the Friendship Hall.

ACE had a stall at the December Craft Fair with a tree and mainly children made pledges. This then got transferred to the library,

A video of Aylsham Christmas Lights placed on Social Media has attracted over 650 views.

The ACE Group are now working on a selection of projects.

10 PROJECTS

i) OLD STATION YARD

Giles Margaronson will meet with representatives from the ACE Nature group to explain about the area.

ii) TOWN PEDESTRIAN MAP

Delivery for this will be chased

iii) **CENTRAL BANK HUB**

Nothing to report

iv) **HIGH STREET EVOLUTION**

The Chairman had added this to the agenda as he had read there is some turn away from the internet back to the High Street. Part of this is a requirement to make the High Street a more pleasant area to engage with. Living walls are very popular, however they would probably not be accepted in Aylsham due to the number of listed buildings. Wendy Sadler advised that more use could be made of the large planters installing evergreens that would grown over time to make the whole Market Place greener.

11 AYLSHAM COMMUNITY EVENTS COMMITTEE

The Christmas Lights Switch on and the December craft fair were both well attended. The next meeting (21st February) will confirm the calendar of events for 2024.

12 SLOW FOOD AYLSHAM

The AGM had been held recently and all officers re-appointed.

13 AYLSHAM IN BLOOM

A second bench has been installed at the Paupers Graveyard. Open Gardens will be held over the 15th/16th June. There are 8 gardens at the moment and they really need more. Various suggestions for advertising were made and will be followed up.

14 ABEF

Will shortly do a membership leaflet regarding the Visit Aylsham website and the Central Bank Hub. A meeting to be held before April. There is interest in attending the Aylsham Show and having an 'Aylsham Village'. Many businesses are interested in the Central Bank Hub as they are operating 'Cash is King'.

15 AYLSHAM PARISH CHURCH

No report received

16 ITEMS FOR INFORMATION/NEXT AGENDA

February is the WI Climate Change Month. This year they will be making bags to supply Food Banks. This is a nationwide project.

17. DATE OF NEXT MEETING

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

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.25pm