

**Aylsham Town Council**  
**Summary of Receipts and Payments**  
**To 31/12/2023**

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
General Purpose	124,150	136,102	122,150	117,607
Town Hall	79,650	71,290	79,650	59,390
Drill Hall	62,800	54,960	62,800	64,481
23 Market Place	6,000	2,500	-	0
Cemetery Cottage	6,500	4,602	250	0
Public Toilets	-	-	12,000	11,214
Other Properties	6,550	6,550	6,800	5,468
Cemetery	23,680	21,250	23,680	24,681
Allotments	34,625	35,451	34,625	26,748
Markets	9,000	5,197	2,150	3,234
Open Spaces	184,900	187,273	177,950	141,495
Events	-	2,651	2,000	4,956
Churchyard	-	-	13,800	4,701
Street Scene	28,700	28,700	28,700	32,530
	<b>566,555</b>	<b>556,526</b>	<b>566,555</b>	<b>496,505</b>
VAT		27,651		29,397
		<b>584,177</b>		<b>595,902</b>

**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>
<b>Earmarked</b>					
Bottle Bank	4,300.00	1,500.00	2,322.23	1,480.83	4,958.60
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	5,008.98	1,433.92	-1,415.06
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		8,325.40	11,675.43	7,735.03
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	250.00	1,125.00	6,100.00
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
<b>Total Earmarked</b>	<b>308,241.00</b>	<b>37,900.00</b>	<b>26,530.39</b>	<b>18,633.48</b>	<b>338,244.09</b>
<b>TOTAL RESERVE</b>	<b>308,241.00</b>	<b>37,900.00</b>	<b>26,530.39</b>	<b>18,633.48</b>	<b>338,244.09</b>
<b>GENERAL FUND</b>					109,600.69
<b>TOTAL FUNDS</b>					447,844.78

**REPORT TO COUNCIL**

**Subject: Replacement Play Panels**

**Author: Sue Lake**

**Date: 3<sup>rd</sup> January 2023**

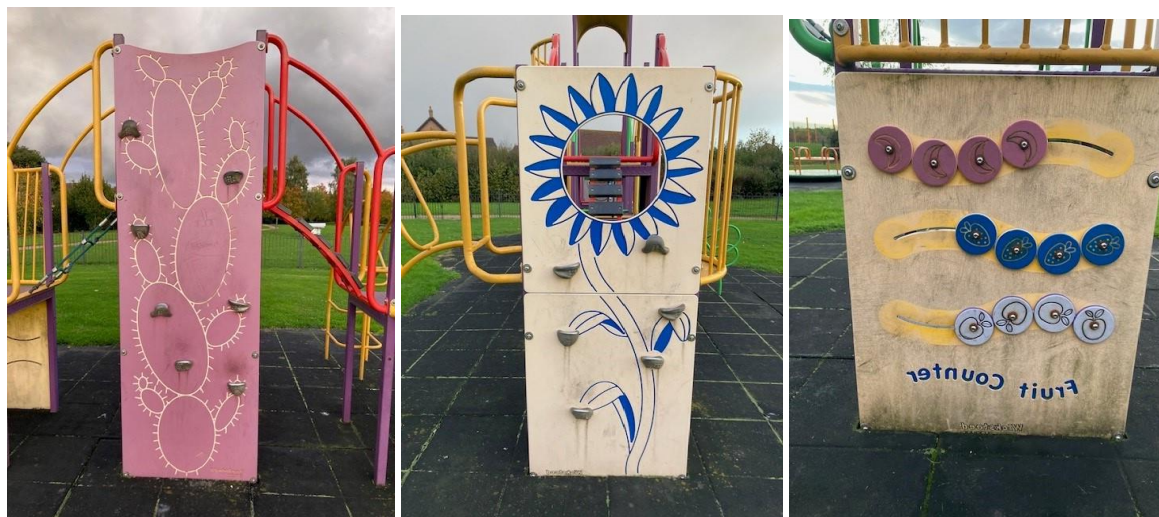
During the summer inspections last year it was noted that the panels on the large piece of equipment at the play area on Henry Page Road were looking very faded – see pictures. It was agreed to look at replacing these bearing in mind the equipment is 15 years old.

I have now received from Wicksteed (the manufacturers of the equipment) the following quote

Cactus Climbing Wall	1555.40
Sunflower Climbing Wall	1633.50
Abacus Fruit Game	689.00
Fixings	79.88
<b>Total</b>	<b>3957.78</b>

There is also an additional cost of £400 if we require the company to fix (although this is possible for the facilities team).

Council are asked to consider this.



**Request for funding from Aylsham Older peoples Fund**

The only stand alone project that we currently have is the refurbishment of four chairs. These chairs have armrests and so provide more support and consequently are the most suitable type for use by the members of the Friendship Club (ages 70 - 100). The quote for the refurbishment, which includes the seats and the backrests, is £80 per chair, so a total of £320.

On behalf of the Aylsham Older Peoples Association I would like to apply for a grant from the Aylsham Town Council for £320. The grant to be used for the refurbishment of four chairs that are needed for the use and comfort of members of the Friendship Club.

I hope the above is suitable for your needs. Please contact me if you require any clarification.

## CLERK'S REPORT FOR COUNCIL MEETING 11.1.24

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler Christmas Lunch went well
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		Topple Testing took place on 17 <sup>th</sup> October. Only two headstones failed badly
Allotments		
Churchyard		£300 grant for plants received
Market Place		
Farmers' Markets		No Market this month
Markets		
Jannys Close Community Garden		
Staithe		Looking at additional quotes for fencing together with planning permission A tree which was leaning with part exposed roots was assessed as potentially dangerous and removed before it became a victim (together with property) of the recent winds
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	Initial trees to be planted on January 16 <sup>th</sup> A risk assessment has been received from the tree wardens
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		<b>AGENDA ITEM</b>
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		A recent incident was reported to the police
COMMA/Archives		
Litter & Dog Waste Bins	Additional Bins	A request from a resident (who regularly picks up litter) to install extra bins on the Marriots Way
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		
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		The recent planning application for the former Barclays Bank does not include the Bank Barn. A suggestion has been made that the Town Council should look at the possibility of procuring this.

**Items for Town Council to consider/note**

- **Removal of tree at The Staithe**
- **Additional bins on Marriotts Way**
- **Bank Barn**



**Minutes of the AYLSHAM RECREATION GROUND MEETING on Tuesday 21<sup>st</sup> November 2023 held at the Aylsham Recreation Ground at 7.30pm**

**Present**

Lauren Stroud, Barry Lancaster, Sean Cannon, Sue Lake, Jon Minns, Cheryl Bould, Heather Morton

**1. Welcome**

Tonya Winsley from Community Action Norfolk (CAN) to explain constitutional matters.

Apologies Francis Dodd and new representative from bowls Philip Kingsford Cheryl Bould, from Town Council again in observation role and not taking part in voting

**2. To confirm minutes of the last meeting held on Tuesday 17<sup>th</sup> October**

Confirmed and all in agreement

**3. Constitutional matters**

Tonya, from CAN provided clarification on several points on the August 1991 Constitutional Document

In summary

- a. Town Council are the Custodian trustees. They hold the title deeds and so provide the legal identity to the Rec Committee. We are therefore, an unincorporated charity. (page 1)
- b. All members of the committee are trustees. The representatives from the user groups are appointed from their organisations, but they need to help deliver the Rec's priorities not just their group.
- c. In the document it stated 6 elected members and 11 representatives of user groups in 1991. As some of these groups don't exist we can change the wording of the document (and therefore can then vary the number of group representatives required). There will be an admin charge for this.

- d. At the moment we should have 6 elected members, however, the committee can have less, again provided there is a change in the document.
- e. Correct procedure for change is by amending the clause in a meeting, either an EGM or AGM passing a resolution to amend and sending a copy to the Charity Commission on the public page, with the date of the meeting. The amendment will appear next to the 1991 document and that amendment will be read instead of the original document. Can change all edits at one time (ie. Numbers of elected members and representatives.)
- f. Recommendations for changing of wording include “minimum trustee number is 3 and no more than 8 elected”.
- g. User representatives would benefit from a conflict of interest policy (templates to be sent by Tonya). Any interests should be declared by representatives and may need to step out of the room when voting.
- h. Officer roles, should be clearly defined, again she will send copies of description ie Chair, vice chair. Everyone is equally responsible regardless of the role.
- i. Minutes should be clear and reflect how decisions have been made. Proposer and seconder using initials, and outcome.
- j. To be quorate it only relates to the elected members. With the present 6 elected members required, it would therefore mean 2 present would make the meeting quorate (as it states that a third is required). However, the committee feel this is too low a number and make an amendment to require a minimum of 3.
- k. A trustee does NOT need to live in the parish. They can vote in the meeting, as they are closed meetings.
- l. The public can attend AGM and have a right to vote, only if they **live in** the Parish
- m. Currently the Rec Committee is unincorporated, but could look at being incorporated if wanted to pursue. Concern re funding of the Rec as currently comes from Town Council and they may not want/be able to give to an incorporated charity. Need to look carefully of pros and cons.
- n. Make sure accounts are in on time to Charity Commission. If not, it will be flagged up on the website with a cross. Funders often look at this website and often don't support those whose accounts are late.
- o. Further training can be provided at a cost, approx. £250 for the role of a trustee and conflicts of interest lasting 1-1/2 hours)
- p. Can apply for trustee indemnity insurance



**ACTION As a committee** Need to discuss and clarify points raised

1. Numbers of elected and user groups representatives, amendments to Charity Commission
2. Training on trustees, trustee indemnity insurance
3. Producing a document for trustees with regard to conflict of interest
4. Unincorporation versus incorporation
5. Make sure accounts in on time

**4. Finance**

a. Incoming and outgoings to date

Receipts £70,521

Payments £61,277

b. Bank balance

£15,150 (Business) £6,546 (Current)

c. Budget

Has been given to Town Council for discussion at next meeting 6/12/23

Amount requested is £120,590 to cover approx. £60K required for safety surfacing.

Sue will put a proposal forward for funding from “Pride in Place” - a new funding that could also include monies for disabled play equipment and a feasibility study for a pedestrian crossing on Burgh Road

**5. Matters arising**

a. New members update

Philip Kingsford will join at the next meeting

b. Aylsham Show Charitable grant

£250 will be awarded to be used to upgrade the kitchen equipment in the pavilion. A new fridge is required and a new one £129 from Postles been recommended. BL proposed, SC seconded. All in agreement.

c. Recreation Ground Caretaker role.

2 applicants interviewed by LS,SL,HM. Unanimous agreement for the appointment. Sue to contact person to offer the job. HR will be undertaken by Town Council.

d. Other issues raised by user groups

Jill, Hooked on Stitching had issues with the cleaning of the pavilion.

**ACTION Sue** to meet with Richie to draw up an agreed schedule of works

**6. Update on previous matters (priorities only)**

a. Tree work

**ACTION Sue** to send word version of tree report to Sean

**ACTION Sean** to create schedule of works document and send to 3 local tree surgeons

b. Cricket strip

Grant applied for

c. Fencing, gates and Smile Park

HM reported new gates at Sir William's Lane to be fitted this week  
BL expressed concerned regarding the safety of existing brick wall. HM reported that new gates not fixed to this wall. To monitor, and address this if required.  
HM reported 2<sup>nd</sup> quote received for the rendering of walls on Burgh Road entrance, and meeting with another builder in next couple of weeks. Also awaiting quote for metal posts to fix gates on from Norfolk Estate Fencing.  
Three quotes have now been received for the Safety Surfacing.

**ACTION Heather** to liaise with Sue regarding the Safety surfacing quotes with the view to applying for funding.

**ACTION Heather** to provide further quotes at next meeting

d. Cricket maintenance payments

Sean reported it was difficult to obtain figures due to illness but is working on it

e. Kickabout area

Invoices need to be signed for £59.60 and should be fitted before Christmas

f. Other matters

Bowls were enquiring about the moving of Defib from inside to outside

**ACTION Sue** to speak to Gavin

Safety concerns regarding the chairs

**ACTION All** Need to do a risk assessment and inspect chairs regularly

**ACTION Sue** to speak to Keith re painting of pavilion and car park lines.

Next meeting Tuesday 19<sup>th</sup> December at 7pm. To invite potential new representative to attend before the meeting. Further info to follow.

Meeting closed at 9.40pm



**Minutes of the Aylsham Climate Emergency Meeting  
Held in Town Hall on Monday December 4<sup>th</sup> 2023**

**Present:**

Grizelda Tyler (Chair)	Kate Mackenzie
Cheryl Bould	Kay Montandon
Lilie Ferrari	Richard Moore
Amelia Fuller	Fiona Scott
Shelley Hudson	C Williams

Sue Lake – Town Clerk

**1. Welcome and apologies for absence**

Apologies were received from Sue Catchpole, Jane Coates, Jenny Haycocks, Yvonne Stewart, Patrick Prekopp, Trevor Bennett Lesley Cannon Ian Hildrew Sally Hildrew Anna Magyar Michael Dolling

**2. Minutes**

Minutes of the meeting held Monday 6<sup>th</sup> November 2023 were confirmed and signed.

**3. Matters Arising**

A rearranged date is still awaited from Jerome Mayhew for the meeting he was unable to attend on October 13<sup>th</sup>. Provisionally the meeting will be in January but the exact date is still to be confirmed.

**4. Net Zero Pathways**

Amelia Fuller from net Zero Pathways attended the meeting to give a presentation on Net Zero Communities. Six have been chosen in Norfolk with Aylsham being one of them. A copy of her presentation will be circulated.

**5. Project work**

**a) World Environment Day**

Unfortunately Anna Magyar was not available to present her proposal and it was not felt full consideration could be made.

**b) Greenspace Mapping**

The project involved the nature and transport groups to map and categorise the green spaces in Aylsham and routes between them. The Town clerk advised the Town Council has a PSMA(Public Sector Mapping Agreement) and also a mapping system that could be used for the project.

Discussion took place on how the information should be made available with options for both online and paper being thought essential.

**c) Wild about Mannington**

This is a one-day event with a proposal for numerous stands from different organisations celebrating Wildlife in Norfolk. The date is Saturday June 15<sup>th</sup>. This is possibly the week after the Family Funday at the High School. It was unclear whether there was a charge and more information is required.

**d) Old Station yard**

This is a project to see how the land at Old Station Yard, owned by the Town Council, could be utilised more. At present there is a very small group of volunteers who try to keep the space useable but the nettles and brambles are winning! They are more than willing to meet to explain what they have done over the years.

It was hoped this could work with the mapping project initially to ascertain what is there. There is some original railway fencing which should be preserved and a line of Scots Pines from its days as Aylsham North. Then there could be the possibility of establishing a group of conservation volunteers who could look at the management of all open space in the town.

**e) Thermal Imaging**

This project has been up and running for a year now and they continue to get enquiries.

The Town Clerk asked if imaging of the Town Hall could be completed in the New Year. This was thought a good idea.

**f) To agree which projects to proceed with**

World Environment Day – deferred to next meeting

Greenspace Mapping - Supported

Wild About Mannington – Support in principle but more details required

Old station Yard – More information required

Thermal Imaging – Support

**6. Group Updates**

**Comms**

Numbers of both Facebook and Instagram engagements were detailed. The event on Saturday at the Craft Market went very well. Thanks to Cheryl and Kay for their attendance at the event.

**Transport**

This group has now started to meet and their main focus will be on Liftshare and Walking Buses for Schools.

**7. Grass Verges**

At the December meeting the Town Council will be making the decision regarding whether to take the grass cutting in-house or go out to tender again next year.

An officer from Norfolk Wildlife Trust will be visiting Aylsham to discuss the project in the New Year.

**8. Items for future discussion**

The Town Clerk advised that the Town Council has had a duty to consider biodiversity in their decision making processes for several years. As from January 1<sup>st</sup> they also need a policy on this. A draft policy is being considered by the council at the December meeting and this will be sent to members for consideration.

It was suggested that as the numbers at meetings has declined whether the group needs a recruitment strategy.

There was also a suggestion of ACE Noticeboards – the comms team will work up a project proposal on this.

**9. Date of Next Meeting**

The next ACE Meeting will be 5<sup>th</sup> February 2024

The meeting closed at 9.15pm

**REPORT TO COUNCIL**

**Subject: Meeting Dates 2024**

**Author: Sue Lake**

**Date: 3<sup>rd</sup> January 2024**

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Please see below the dates for Town Council Meetings for 2023 – all first Wednesday except January

January 11<sup>th</sup>

February 7<sup>th</sup>

March 6<sup>th</sup>

April 3<sup>rd</sup>

May 1<sup>st</sup>

June 5<sup>th</sup>

July 3<sup>rd</sup>

August 7<sup>th</sup>

September 4<sup>th</sup>

October 2<sup>nd</sup>

November 6<sup>th</sup>

December 4<sup>th</sup>