MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 1st JULY 2026 at 7pm

PRESENT:

Kay Montandon (Chair)
David Anderson
Trevor Bennett
Kevin Cunnane
Catherine Fletcher
Jon Minns
Mitchell Philpott
Patrick Prekopp

ALSO IN ATTENDANCE:
Faye LeBon (Town Clerk) and Harry Clark (Deputy Clerk).

1. **To Receive Apologies for Absence**
   Apologies were received from Tim Briscoe, Mary Evans and Michael Goodwin. Apologies were also received from Sue Catchpole (District and County Councillor).

2. **To Elect Vice Chairman of the Council for 2026/2027**
   It was ***agreed*** to defer this item.

3. **To Receive Declarations of Interest and Grant Requests for Dispensation**
   None raised.

4. **To Agree the Minutes of the Meetings Held on:**
   a) 3rd June 2026
   Subject to the removal of the word 'annual' in the title, it was ***agreed*** to accept the Minutes of the Town Council Meeting held on 3rd June 2026. The Minutes were signed as a true and accurate record by the Chairman.
   b) 22nd June 2026
   Subject to the removal of the word 'annual' in the title, it was ***agreed*** to accept the Minutes of the Town Council Meeting held on 22nd June 2026. The Minutes were signed as a true and accurate record by the Chairman.

5. **To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
   No matters raised.

6. **To Receive Reports from County and District Councillors, and other Partnership Organisations**
   No reports made.

It was noted that an invitation had been sent to the police to attend a future Town Council meeting to provide a report on community safety after the recent incidents of violent crime.

7. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

8. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. Patrick Prekopp queried the status of Norwich Road allotments. It was clarified that when allotments in this area are relinquished they will not be relet to enable the council to create more burial space.

Patrick Prekopp updated the meeting on the new date for the Cittaslow UK AGM as 5th August.

The Clerk's report was ***noted***.

9. Committee Governance

a) To Review councillor membership of the Events Committee

It was ***agreed*** that Kay Montandon should be appointed to the Events Committee.

10. IT Improvement Project

a) To receive update on IT Improvement Project

A verbal update was provided. Focus was now on the networking part of the project. The Town Hall has very fast communication into the building, but the wiring is so poor within the building the signal remains weak. There is also the requirement for a 'satellite server' in east of the building, as well as the main server in the west. As a result of these additional requirements, the project will be over budget.

It was agreed to defer this item until the August meeting to allow time for a report to be prepared on financing this project.

11. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including New Proposals

Updates were provided on the following potential capital and CIL projects and were ***noted***:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Surfacing of Mileham Drive MUGA	Neighbourhood Plan
Community Information Bureau	Soame Pump traffic
Surfacing of Mileham Drive Play Area	
Road Safety at Burgh Road – Zebra Crossing	
Community Building Space	

It was reported by the applicant for the planning application for the old Barclays Bank building that they did not have ownership of Bank Barn. The Clerk will apply to Land Registry to establish the owner.

12. Highways

a) To receive update on the Transport Hub planning application

Planning permission with conditions has now been granted for the transport hub. The Clerk will arrange an onsite meeting with Norfolk Homes to discuss the area and any assistance be provided.

b) To discuss car parking around the Saturday Car Boot Sale Site.

Complaints have been received by the town council of anti-social parking as a result of the car boot sales taking place on a Saturday. The Clerk will contact the owner and if no difference is seen, report to the police. This will be placed on the August agenda for review.

c) To Review Memorial Bench Policy.

An updated document has been circulated to members. This was ***adopted***.

d) To Receive Correspondence from Norfolk County Council regarding proposed A140 Speed Restrictions.

The Clerk provided an update from Norfolk County Council as to why a speed restriction of 50mph was being proposed for a section of the A140, as opposed to 40mph, which was originally discussed. It was ***agreed*** that the response was not acceptable to the Town Council, particularly in light of the vehicular data being collected during Covid-19, and that the report being relied on by Norfolk County Council should re-done using data not collected during a period of limited vehicle movements.

e) To Receive Report from Transport Group

Catherine Fletcher reported that the car park surveys of the Buttlands and Burgh Road had been completed. On the survey days, most people parking before 9.30am were parking to work in Aylsham, therefore few spaces were left for those shopping. It would therefore be helpful to support those working in Aylsham with alternative provision.
Patrick Prekopp provided an update on the commercial proposition.
The Transport Group had discussed alternative transport provision such as a Hopper Bus.
The Clerk is now in the possession of the Mileham Drive land registry plans, which detail areas which could be explored for parking provision. Plans from the original Norfolk Homes development may detail where features such as utilities and soakaways are.

13. Finance

a) To receive bank Reconciliation to 23rd June 2026 and note report into resolution of bank reconciliation error for May 2026.

The bank reconciliation to 23rd June, showing a balance of £619,253.26, was noted. A report was provided by the Deputy Clerk revealing that the error of £123.35 showing in the May bank reconciliation was caused by aged credit notes not accounted for. This has now been resolved and the trade statements will be checked each month.

b) To receive year to date payments and receipts against budget

The budget document was ***noted***.

c) To agree the detailed payments from 28th May 2026 to 23rd June 2026
The payments totalling £30,480.27 were ***agreed***.

d) To agree the detailed receipts from 28th May 2026 to 23rd June 2026
The receipts totally £6,084.10 were ***agreed***.

e) To note the schedule of reserves
The level of reserves was ***noted***.

f) To receive Internal Scrutineers report.
Catherine Fletcher reported that she had attended the Town Council offices and spot checked six random payments and six random receipts for the quarter. Payroll, HMRC and pension payments were also checked. One query resulted which was satisfactorily answered.

g) To consider individual recommendations from the Internal Audit Report
All recommendations from the Internal Auditor, PATAS, were circulated to councillors with an action plan to remediate. The report was ***noted***.

h) To receive update on Internal Audit process
The Town Council's previous internal auditors were disputing the Town Council's decision to pay them for all services up to 29th May. They have been asked whether they would like the Town Council to reconsider and on what grounds, and if so this will be an agenda item for the August meeting.

14. To Consider Membership of Community Action Norfolk
The benefits of joining Community Action Norfolk were discussed. It was ***agreed*** to take out a bronze membership at the cost of £20 and upgrade at a later date should this be required.

15. Committee Reports

a) Aylsham Climate Emergency

i) To receive the minutes of the meeting of 8th June 2026 and adopt decisions made.
The minutes of the meeting of 8th June 2026 were ***received***. There were no matters requiring a council decision.

b) Planning Committee

i) To note the Minutes of the planning committee meeting of 11th June 2026
The minutes of the Planning committee meeting of 11th June 2026 had been circulated and were ***noted***. It was noted that the committee had objected to the LIDL planning application in light of its position outside the planning boundary.

c) Cittaslow Committee

i) To note the Minutes of the Cittaslow committee meeting on 16th June 2026
The minutes of the Cittaslow Committee meeting of 16th June 2026 had been circulated and were ***noted***. A small correction to the minutes under item 8a was recommended prior to being put to the committee for agreement.

d) Staffing Committee

i) To note the Minutes of the Staffing Committee of 3rd June 2026 and 24th June 2026
The minutes of 3rd and 24th June 2026 had been circulated and were ***noted***.

e) Property Committee

i) To note the minutes of the committee meeting held on 2nd June 2026

The Property Committee minutes of 2nd June 2026 had been circulated and were ***noted.***

ii) To note urgent works required to the roof of the Town Hall

The building contractor appointed to replace the valleys to address roof leaks to the south of the Town Hall had discovered more substantial damage. There is a requirement for additional works as the existing batons are not sufficient to affix the new tiles to. The cost of this would be £1895 + VAT, with a caveat that the other side of the roof over the southern entrance may require similar works. As urgent work, the Property Committee agreed to proceed with the additional works quoted for as an item of urgent work because the scaffolding is already in situ and the roof is in a condition whereby it risks causing water damage to the interior of the building. The committee also agreed to proceed with similar repairs to the right side of the entrance roof, subject to the contractor's report being received.

Members ***ratified*** that these urgent works were required.

f) Neighbourhood Plan Working Group

i) To receive report of the Neighbourhood Plan Working Group of 25th June 2026

The minutes of the meeting held on 25th June 2026 and were ***received*** by the council***.***

g) Churchyard Committee

i) To note the minutes of the churchyard committee meeting of the 29th June 2026

The minutes of the churchyard committee meeting of 29th June 2026 had been circulated and were ***noted***.

ii) To consider proposal from Ivan Fisher Funeral Directors relating to a Proposed Memorial in Aylsham Cemetery

It was noted that this proposal had been discussed informally by the churchyard committee and the recommendation was that 2 memorials be proposed, one for the cemetery and one for the churchyard. Ivan Fisher had been open to this but there would be a cost implication, to which there may be funding through the Rector and Wardens Trust for pastoral care.

It was ***agreed*** that the Clerk should advise Ivan Fisher of the preference for two memorials, one for the cemetery and one for the churchyard, for families who have children buried in unmarked graves, for families who have lost children through miscarriage, or for families who have never had a dedicated place to reflect and remember. The costs for these can then be obtained.

h) Christmas Lights Committee

i) To note the minutes of the churchyard committee meeting of the 24th June 2026

The minutes of the Christmas lights committee meeting of 24th June 2026 had been circulated and were ***noted***.

16. To Review Town Council Premises Licenses.

The three premises licenses held by the Town Council were reviewed. It was ***agreed*** that, as the Town Council does not have a designated premises supervisor on site regularly and does not serve alcohol in a similar manner to other community centres and social clubs, the risk to the Town Council would be reduced through the surrender of the alcohol part of the license. The Clerk will contact groups that may operate under the council's license (in particular those who serve alcohol as part of ticket sales) to let them know the council's decision prior to taking action.

17. To Consider Physical Recognition of Aylsham as a Mindful Town

It was ***agreed*** that the following would be actioned in recognition of Aylsham being a Mindful Town.

- The Mindful Town logo will be added to a standardised Town Council email footer
- A page will be added to the Town Council website
- Mention will be made at the base to Town Council noticeboards

18. Community Engagement

a) To Agree Rota for Councillor Chats

Councillor availability is to be fed back to Kay Montandon for Wednesdays before council meetings, Fridays during country markets and Mondays at the Library. Mitchell Philpott will liaise with the Town Council's IT contractor to see if online councillor chats can be arranged.

b) To Agree Date to Visit Community Sports Hub

An invitation had been extended from Aylsham High School for councillors to visit the newly opened community sports facility. Kay Montandon will see if Tuesday 14th July is suitable. Councillors will contact Kay Montandon if they are available.

c) To Receive Draft Minutes from the Annual Town Meeting

The draft minutes had been circulated to councillors. These were ***noted*** and will be put forward for agreement at the 2027 Annual Town Meeting.

19. To Note Items for Information or Future Agendas

No matters raised.

20. To Confirm the Date of the Next Meeting as Wednesday 5th August 2026

This was ***agreed***.

It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours

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.

This was **agreed.**

The meeting was closed to the press and public

22. To Consider Proposition for IT Retained Support

The need for continued IT support was identified. The Clerk will review the budget in relation to this service, and Mitchell Philpott will liaise with the contractor. It was ***agreed*** to defer this item until the next meeting.

23. To Consider Options for Communications Officer Appointment

Subsequent to further discussions with the successful candidate for the Communications Officer role, a self employed contract would be preferable to both parties. The Clerk will draft based upon a reduced amount of working weeks and a higher hourly rate.

24. To Receive Correspondence Regarding Visit Aylsham META accounts

Correspondence was circulated to councillors. Contact is to be made with META.

The meeting was reopened to the press and public

There being no further business to transact, the meeting closed at 9.15pm

_______________________________Signed _______________________________Date

Item 9

Clerk's Report for the Meeting of 5th August 2026

ITEM	COMMENTS
Town Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action Contractor appointed for dilapidation report / future programme of repairs. Quotes received for window replacement. One contractor suggests that double glazing could be possible. Heritage officer has attended site and has raised concerns about double glazing but is suggesting secondary glazing (possibly removable). Boiler quotes being revisited – will need to go to sealed tender. Heritage officer has attended site and the Town Council is limited as to where the flue can exit the building. The original exit is the chimney and this will require a new flue liner do to changes in legislation Roof repairs to the south of the town hall have been completed. Roof slate has become dislodged. Obtaining quotes for resiting.
23 Market Place	Roof slate replaced but other areas where tiles have slipped require further works. A quote has been requested. Condition of whole roof raised as a concern. Contractor appointed for dilapidation report / future programme of repairs. Contractor appointed for lease review – currently gathering local evidence to help with the proposal for a new rental figure.
Cemetery Cottage	Contractor appointed for dilapidation report / future programme of repairs. This in the property that the contractor will start with.
Cemetery	Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed. Full review of cemetery, including manual topple test to be conducted in August.
Cittaslow	Cittaslow AGM arranged for 5th August. Mold and Llangollen have now agreed to cease membership.
Allotments	Review of arrangements for closure of Norwich Road to take place. Ensure the Secretary of State has signed off. Checking with planning team over land usage (emailed 25th June, chased 24th July).
Churchyard	Church wall detailed specification agreed and is being considered by Broadland District Council planning department. It was hoped that this would be decided by 8th May, after which the project could go out to

	sealed tender. However there has been a delay and the decision is now likely by 28th May. Further extension now until 31st July Church Wall planning application All funding now received for Memorial Garden project. Faculty required for plaques. Manual topple test of gravestones to be done in August.
Market Place	No matters to report
Markets	All Entertainment slots have now been booked for the Food and Craft Markets. 1st August Singer/Acoustic Guitarist 5th September Violinist Several market traders have accepted payments in advance to take advantage of reduced fees. Advice has been sought from the Heritage Officer over the siting of external wifi boosters, as part of a project that is hoped to come forward. Norfolk County Council has opened the 2026/2027 round of funding. To discuss with Visit Aylsham.
Jannys Close Community Garden	Historical information to be sought to enable land registration
Staithe	No matters to report
"Little Staithe"	No matters to report
Highways	Highways engineer contacted for a possible grit bin on Buxton Road. Advised Highways review grit bins between April and June each year. Highways run a ‘one in/one out’ policy with grit bins so to put one in Buxton Road requires them to look at removing another, less well used, grit bin. They can tell by the amount of salt which has been required to top up the bins which ones are serving their purpose. Collapsed gullies on Penfold Street have had a temporary repair, but will be completed when Penfold Street is resurfaced (expected 2027). Meeting with new Director of highways arranged on 24th August Meeting to discuss A140 speed limit with Norfolk County Council arranged for 25th August.
Paupers Graveyard	Reports that area is continued to be used as a dog exercise area, after reopening in April. To discuss further with Churchyard Committee
Norfolk Homes large area off Mileham Drive	Maintenance team to action matters identified in RoSPA report. To prioritise safety matting repairs. Green infrastructure project in place approved
Recreation Ground	There remains a problem with transferring the electricity contract for the pavilion to the Recreation Ground committee.
St Michael’s Way	Maintenance team to action matters identified in RoSPA report.
Car Parks	No matters to report

Street Lighting	Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Additional quotes sought. Faulty street light on the junction of Penford Street and Church Terrace requires new column. Quotes being sought and advice from heritage Officer as it is in a conservation area. Tender specification for maintenance contract now on 'Find a Contract'. Decision to be made by full Council in September.
Public Toilets	As of 29th July, ladies toilet still remains closed at the request of the police. Town Hall is open during office hours to access the ladies.
COMMA/Archives	Archives are now officially on the Aylsham Town Council network
Litter & Dog Waste Bins	No matters to reports
Bus Shelters	Application for new Bus shelter on Gashouse Hill was successful in receiving 80% funding. PO now received – clerk to chase for groundworks to be completed (anticipated 2027). Highways agreed that the work is on their programme but haven't given a time frame for completion. Application for new Bus shelter on Norwich Road, outside Market surgery was successful in receiving 80% funding. PO received – shelter due to be installed in August. Clerk contacted Norfolk Homes over a temporary shelter on Norwich Road. Advised 'Sadly, we can't install a temporary shelter on land that isn't ours and that isn't agreed as part of the Section Agreements for the highway works. I will, however, have a chat our Site Manager, to see if there is anything, even small, we can do to help. However, sadly, we are so restricted in regard to this.'
Pump	No matters to report
Pillboxes	To review land registry for Norwich Road Pill box.
War Memorial	No matters to report
Drill Hall	Clerk and Maintenance manager to action items from Fire Risk Assessment Contractor appointed for dilapidation report / future programme of repairs. New licenses to be agreed by Property committee.
SAM2 and Community Speed Watch	No matters to report
Vehicles	No matters to report
IT Project	See agenda item
Councillor Chats	To be arranged
Other Matters	Clerk and Maintenance Manager have met with a Health and Safety advisor for a programme of support. Proposal to be considered by can only be costed for next year. Licensing – struggling with licensing at present. Originally wanted the licenses surrendered and then reapply for new ones less the supply of

	alcohol. Awaiting clarification on whether this can be done on a minor amendment.
Future Meetings	10th August – 10am – Staffing Committee 10th August – midday – Churchyard 18th August – 2pm – Property Committee 13th August – 10am – Planning Committee 19th August – 2pm - Events Committee 2nd September – 7pm – Full Council 7th September – 7pm - Aylsham Climate Emergency (ACE) 9th September – 11.15am – Staffing Committee 15th September – 11am - Cittaslow Committee

Meeting of Aylsham Town Council – 1st July 2026

Item 11 - Capital and CIL Projects

Potential capital projects that CIL / Section 106 funds may be used for:

Recreation and Play

- **a.** Inclusive play equipment at the recreation ground.
- **b.** Skate/Wheel Park. *Clerk attended the Dereham Town Council consultation regarding their skate park upgrade. Consultant recommended visiting Activity First as a starting point (https://www.activityfirst.org/). Recreation Ground is also liaising with residents. See agenda item 13*
- **c.** New Pavillion for the Recreation Ground.
- **d.** Sports and Fitness Provisions.
- **e.** Surfacing of Mileham Drive MUGA
- **f.** Surfacing of Mileham Drive Play Area

Highways

- **a.** Transport Hub. **Meeting requested with NH**
- **b.** Aylsham Traffic Strategy.
- **c.** Road Safety at Burgh Road – Zebra Crossing. **To be completed by Norfolk County Council Highways.**

Local Amenity

- ***a.*** Bank Barn. *Planning application now reflects the barn rather than private housing. Application has been reduced from 11 residential dwellings to 9 thus falling outside the scope of s106 obligations. The Town Council has responded to the application as follows "The Town Council notes the reduction of residential dwellings from 11 to 9, which would reduce the s106 obligations of the applicant. Should the LPA be minded to grant permission, the town council would request a condition to safeguard against piecemeal development, in that should any additional building in the control of the applicant/developer (a blue line plan has not been submitted) be converted to a C3 dwelling, this should be classed as cumulative to this application and so subject to s106 obligations as a 10+ dwelling development. This would include the storage barn and the conversion of any of the three proposed commercial units to residential use"*
  No update on planning application, with the exception of an updated plan to clarify that the barn does not form part of the planning application.
  Unable to call in planning application, however planning officer has been asked for the reason why a blue line boundary plan has not been submitted.
  Applicant has advised that Bank Barn is not in their ownership. According to Land Registry the land and buildings have not changed hands since 05/07/2006 (although there can be delays with land registry). Unfortunately, the title plan is not available online and would have to be applied for manually.
  Planning Officer is reviewing Land Registry information with the applicant.
- **b.** Community Lending Library. *Clerk to meeting with representatives from Broadland Council to move forward a project for a 'Library of Things'*

Productive Meeting. Broadland Council to arrange an onsite meeting with provider of lockers to consider prospective locations.

c. Market Place Greening.

d. Multifunction Information Centre / Community Building space

e. Council Building Disability Access Audit. *Access to Green Room has been raised as an issue as has suitability for those with hearing impairments.*

f. Town Council Waste Management. Food waste collections need to be in place by 31st March 2027 in line with Simpler Recycling legislation

Other

a. Neighbourhood Plan (£30,000 of CIL allocation agreed, £27,585.10 remaining)

Visit Aylsham group considering reapplying for a Bank Hub. Information on cash access on their website isn't accurate. Public consultation to be considered.

Meeting of Aylsham Town Council - 5th August 2026

Item 11 - Highways

a) To receive update on Transport Hub

Norfolk Homes has been advised that the Town Council has obtained planning permission for the Transport Hub. An invitation has been extended to Norfolk Homes to meet with representatives from the Town Council to discuss:

- Where utilities/drainage should be put in and whether NH could help the Town Council with any of this as part of their site works.
- What surfacing materials could be available to the Town Council from NH and at what sort of cost.
- What machinery / labour would be available onsite and at what sort of cost.
- What NH's timescales are for utilising the current site as a compound.

A date has yet to be arranged

b) To receive update on car parking around the Saturday Car Boot Site

The person organising the car boot sales has been very constructive regarding the concerns raised by the Town Council. They have advised:

- Free car parking is offered for up to 600 cars.
- They advertise not to park in the estate
- Marshals are in place
- The police do spot check the area.

In the eyes of the law, no person is able to remove a vehicle if it is parked on a public highway and not causing an obstruction.

The owner has advised that they will personally do a patrol at peak times. They have also extended an invite for a Town Council representative to meet up on a Saturday to see how the car boot is operated.

Please advise if you would like this arranged

c) To receive update from Norfolk County Council regarding proposed A140 speed restrictions

A meeting has been arranged on 25th August with Norfolk County Council to discuss this matter further.

Aylsham Town Council

Prepared by: ______________________________ Date: ______________

Name and Role (Clerk/RFO etc)

Approved by: ______________________________ Date: ______________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/07/2026			
	Cash in Hand 01/04/2026			402,714.27
	ADD Receipts 01/04/2026 - 28/07/2026			408,650.29
				811,364.56
	SUBTRACT Payments 01/04/2026 - 28/07/2026			260,781.51
A	**Cash in Hand 28/07/2026** (per Cash Book)			**550,583.05**
	Cash in hand per Bank Statements			
	Petty Cash	28/07/2026	0.00	
	01 Barclays Current Account	28/07/2026	7,124.12	
	02 Barclays Active Saver	28/07/2026	216,255.23	
	Public Sector Deposit Fund	28/07/2026	125,663.99	
	Shawbrook - Issue 7 Fixed Bond	28/07/2026	95,117.07	
	Redwood Savings Account	28/07/2026	106,422.64	
				550,583.05
	Less unpresented payments			
				550,583.05
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**550,583.05**
	A = B Checks out OK			

Aylsham Town Council

RECONCILIATION - 01 Barclays Current Account 28-07-2026

From Accounts	£7,124.12
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£7,124.12**

Aylsham Town Council

RECONCILIATION - 02 Barclays Active Saver 28-07-2026

From Accounts	£216,255.23
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£216,255.23**

Aylsham Town Council

RECONCILIATION - Public Sector Deposit Fund 28-07-2026

From Accounts	£125,663.99
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£125,663.99**

Aylsham Town Council

RECONCILIATION - Redwood Savings Account 28-07-2026

From Accounts	£106,422.64
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£106,422.64**

Aylsham Town Council

RECONCILIATION - Shawbrook - Issue 7 Fixed Bond 28-07-2026

From Accounts	£95,117.07
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£95,117.07**

Aylsham Town Council

29 July 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/07/2026)

01 General Purpose

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	136,520.00	136,588.00												
2	Bank Interest /Charge:	12,000.00	10,656.96		160.46	10,000.00	4,571.71		4,571.71	300.00	87.51		87.51		
3	CIL		29,536.52				27,019.28		27,019.28						
4	Marquee		294.27	1,371.22	1,371.22	50.00				100.00					
6	Other Income														
7	Staff Costs			87,071.00	95,803.49										
10	Office Expenses (Gen			13,000.00	20,835.06					900.00	523.06		523.06		
11	Staff Training			1,000.00	971.00					3,000.00					
13	Equipment		100.00	500.00	539.49					2,500.00	1,253.54		1,253.54		
14	Advertising			500.00	1,360.00					4,200.00	1,470.00		1,470.00		
15	Audit Fees			2,200.00	1,735.00					2,500.00	575.00		575.00		
16	Election			500.00						2,000.00					
17	Subscriptions & Memb			3,100.00	3,666.19					4,000.00	2,277.12		2,277.12		
18	Professional Fees			2,500.00	4,175.00					3,000.00	193.00		193.00		
19	Insurance		30.39	11,800.00	13,520.05					15,000.00					
20	Chairman's Allowance			250.00	229.55					500.00					
21	Climate Change		6,918.94	5,000.00	1,110.83		177.80		177.80		212.54		212.54		
22	Cittaslow		737.00	1,500.00	1,608.67					1,500.00	1,000.00		1,000.00		
23	Traffic Group														
24	Youth Project														
25	Communications									2,000.00					
26	Van		307.43	6,600.00	7,342.26					5,217.56	1,601.49		1,601.49		
27	Miscellaneous		30.00	500.00	119.08					250.00	11.00		11.00		
28	Councillor Training			500.00	516.00					1,000.00					
29	Archive			250.00						250.00					
30	SAM2			700.00	30.00					500.00					
161	Christmas Lights Infas		964.33	2,000.00	2,505.79	1,000.00				1,500.00					

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/07/2026)

Code	Title	LY Receipts Budget	LY Receipts Actual	LY Payments Budget	LY Payments Actual	CY Receipts Budget	CY Receipts Actual	CY Receipts Forecast	CY Receipts Total	CY Payments Budget	CY Payments Actual	CY Payments Forecast	CY Payments Total	NY Receipts Budget	NY Payments Budget
162	VAT						10,805.90		10,805.90						
163	Legal Expenses			2,500.00	1,195.52					3,500.00					
176	Skate Park Fundraisin														
178	Staff Uniform / PPE				893.84					750.00	307.67		307.67		
181	Repairs & Maintenanc			4,000.00	3,595.16					4,000.00	138.22		138.22		
190	Warm Spaces														
196	Credit														
199	Community Speedwat				10.23										
200	CIL 2025/26		4,415.68												
205	ACE Film Screening		893.50		224.25		158.33		158.33		175.00		175.00		
207	CCTV			3,000.00	2,615.00										
209	Visit Aylsham		1,000.00	1,606.00	2,408.00					1,606.00	613.24		613.24		
216	Telephone and Broadt									7,734.00	2,342.31		2,342.31		
217	Office Software									5,000.00	2,883.92		2,883.92		
218	Printing and Secure D									2,250.00	1,094.95		1,094.95		
219	IT Support									3,723.00	374.46		374.46		
220	Website (Town Counci									499.00	301.80		301.80		
221	Stationery & Postage									1,000.00	152.65		152.65		
	SUB TOTAL	**148,520.00**	**192,473.02**	**151,948.22**	**168,541.14**	**11,050.00**	**42,733.02**		**42,733.02**	**80,279.56**	**17,588.48**		**17,588.48**		

02 Town Hall

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
41	Other Income														
42	Storage Rent	1,500.00	1,325.00			1,300.00	475.00		475.00						
43	Curtains	500.00				100.00									
44	Hirings - Town Hall	20,000.00	23,137.08		142.00	20,250.00	5,733.35		5,733.35						
45	Staff Costs			37,050.00	40,446.83										
48	Utilities			8,000.00	15,080.30					15,000.00	5,144.59		5,144.59		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/07/2026)

49	Rates			17,800.00	18,602.72					19,000.00	8,301.14		8,301.14		
50	Cleaning/Sanitary/Ref			8,500.00	7,791.97					9,000.00	2,833.29		2,833.29		
51	Repairs & Maintenanc			5,000.00	3,359.51					17,600.00	6,139.15		6,139.15		
52	Licensing			500.00	1,356.28					1,500.00	70.00		70.00		
53	Furniture			500.00	94.91					500.00	255.74		255.74		
164	Pest Control			300.00	185.00					300.00					
165	Incidentals			100.00						100.00					
183	Precept	45,750.00	45,750.00												
194	Boiler Reserve														
195	Boiler Reserve	10,000.00		20,000.00											
225	Defib									1,850.00					
	SUB TOTAL	**77,750.00**	**70,212.08**	**97,750.00**	**87,059.52**	**21,650.00**	**6,208.35**		**6,208.35**	**64,850.00**	**22,743.91**		**22,743.91**		

03 Drill Hall

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	**Title**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Budget**
61	Storage Rent	800.00	545.00			650.00	240.00		240.00						
62	Hirings - Drill Hall	33,000.00	38,427.00			34,000.00	16,604.50		16,604.50						
63	Staff Costs			41,435.00	45,407.67										
66	Broadband			600.00	600.00					650.00	100.00		100.00		
67	Utilities			10,000.00	11,785.40					13,000.00	3,740.52		3,740.52		
68	PWLB			18,300.00	18,009.77					18,000.00	8,896.48		8,896.48		
69	Rates		4,030.21	5,500.00	3,493.00					3,750.00	1,646.80		1,646.80		
70	Cleaning/Sanitary/Ref			3,500.00	2,717.73					4,000.00	661.36		661.36		
71	Repairs & Maintenanc			1,000.00	3,521.28					2,000.00	568.88		568.88		
72	Licensing			150.00	244.50					1,000.00					
73	Furniture			500.00						500.00					
74	Other Income														
166	Incidentals			250.00	7.47					250.00					

Code	Title	Last Year Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year Receipts Budget	Current Year Receipts Actual	Current Year Receipts Forecast	Current Year Receipts Total	Current Year Payments Budget	Current Year Payments Actual	Current Year Payments Forecast	Current Year Payments Total	Next Year Receipts Budget	Next Year Payments Budget
167	Pest Control			250.00	185.00					200.00					
184	Precept	47,690.00	47,686.00												
	SUB TOTAL	**81,490.00**	**90,688.21**	**81,485.00**	**85,971.82**	**34,650.00**	**16,844.50**		**16,844.50**	**43,350.00**	**15,614.04**		**15,614.04**		

04 23 Market Place

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
80	Rent/Insurance	5,600.00	5,675.03			5,600.00	1,227.64		1,227.64						
169	23 Market Place Repa			400.00			1,250.00		1,250.00	10,000.00					
	SUB TOTAL	**5,600.00**	**5,675.03**	**400.00**		**5,600.00**	**2,477.64**		**2,477.64**	**10,000.00**					

05 Cemetery Cottage

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
81	Income	7,000.00	8,049.06			9,600.00	2,400.00		2,400.00						
82	Repairs/Maintenance			500.00	404.07					600.00	120.00		120.00		
203	Miscellaneous														
206	Management Fees				999.79					1,032.00	405.20		405.20		
224	Utilities										37.14		37.14		
	SUB TOTAL	**7,000.00**	**8,049.06**	**500.00**	**1,403.86**	**9,600.00**	**2,400.00**		**2,400.00**	**1,632.00**	**562.34**		**562.34**		

06 Public Toilets

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
85	Utilities			6,500.00	5,268.35					6,500.00	2,213.54		2,213.54		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/07/2026)

Code	Title	LY Receipts Budget	LY Receipts Actual	LY Payments Budget	LY Payments Actual	CY Receipts Budget	CY Receipts Actual	CY Receipts Forecast	CY Receipts Total	CY Payments Budget	CY Payments Actual	CY Payments Forecast	CY Payments Total	NY Receipts Budget	NY Payments Budget
86	Repairs & Maintenanc			400.00	171.76					400.00	91.37		91.37		
87	Sanitary/Refuse/Mater			2,000.00	14.39					2,000.00	794.18		794.18		
88	Cleaning Contract			9,500.00	9,111.95					9,500.00	3,161.00		3,161.00		
	SUB TOTAL			**18,400.00**	**14,566.45**					**18,400.00**	**6,260.09**		**6,260.09**		

07 Other Properties

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
91	Staff Costs			8,461.00	13,326.21										
94	Other Income	50.00	50.00			50.00									
185	Precept	9,000.00	8,962.00												
	SUB TOTAL	**9,050.00**	**9,012.00**	**8,461.00**	**13,326.21**	**50.00**									

08 Cemetery

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
96	Interments	3,000.00	5,245.00			3,100.00	988.00		988.00						
97	Memorials & Inscriptio	1,000.00	2,330.00		150.00	1,500.00	628.00		628.00						
98	Exclusive Rights	2,500.00	4,550.00			2,500.00	2,678.00		2,678.00						
99	Staff Costs			22,912.00	24,341.77										
102	Utilities			100.00						100.00					
103	Rates			1,700.00	1,981.19					2,100.00	1,105.00		1,105.00		
104	Drive Maintenance			500.00						500.00					
105	Grounds Maintenance			500.00	175.00					3,972.00					
106	Grass Cutting			3,045.00						3,045.00					
107	Repairs &Maintenanc			500.00	24.16					250.00					
108	Equipment Loan (Gras														

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/07/2026)

Code	Title	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total	Receipts Budget	Payments Budget
109	Petrol Costs Grass Cu														
186	Precept	23,755.00	23,758.00												
	SUB TOTAL	**30,255.00**	**35,883.00**	**29,257.00**	**26,672.12**	**7,100.00**	**4,294.00**		**4,294.00**	**9,967.00**	**1,105.00**		**1,105.00**		

09 Allotments

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
111	Rents Received	4,500.00	4,783.78		1.10	4,000.00	227.67		227.67		64.32		64.32		
112	Repairs & Maintenanc			500.00	361.73					750.00	89.18		89.18		
113	Grass Cutting			508.00											
114	Staff Costs			34,000.00	31,818.11										
115	Equipment Loan (Gras														
116	Petrol Costs Grass Cu														
118	Rent-National Trust			275.00	300.00					300.00					
180	Water			100.00	313.95					200.00	7.38		7.38		
187	Precept	30,880.00	30,884.00												
223	Deposits						421.00		421.00		100.00		100.00		
	SUB TOTAL	**35,380.00**	**35,667.78**	**35,383.00**	**32,794.89**	**4,000.00**	**648.67**		**648.67**	**1,250.00**	**260.88**		**260.88**		

10 Markets

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
120	Market Rents	6,000.00	4,837.37		2.03	5,000.00	2,541.75		2,541.75						
121	Farmers Market Rent	3,000.00	643.98			1,200.00	486.06		486.06						
122	Rates			1,500.00	1,397.20					1,500.00	392.00		392.00		
123	Repairs/Maintenance/									250.00	43.11		43.11		
124	Licensing			200.00						200.00					

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/07/2026)

170	Market Place Sundries			700.00	266.76										
171	Market Place Advertisi										770.00		770.00		
208	Card Charges Market				2.86		20.00		20.00		11.38		11.38		
	SUB TOTAL	**9,000.00**	**5,481.35**	**2,400.00**	**1,668.85**	**6,200.00**	**3,047.81**		**3,047.81**	**1,950.00**	**1,216.49**		**1,216.49**		

11 Open Spaces

		Last Year 2025-2026				**Current Year 2026-2027**								**Next Year**	
		Receipts		**Payments**		**Receipts**				**Payments**				**Receipts**	**Payments**
Code	**Title**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Budget**
126	Verges - Highway		12,084.07	5,243.00		12,100.00	12,591.60		12,591.60	2,979.00					
127	Recreation Ground	9,000.00	1,697.73	66,500.00	45,547.73					51,000.00	30,950.00		30,950.00		
128	Staff Costs	9,000.00	4,500.00	84,375.00	89,135.02										
131	Equipment			4,500.00	2,961.90					5,500.00	141.21		141.21		
132	Repairs & Maintenanc		332.00	500.00	727.67					600.00	97.60		97.60		
133	In House Grass Reser	15,000.00													
134	Tree Maintenance			15,000.00	9,363.31					15,000.00	4,582.00		4,582.00		
135	St Michaels Developm				430.50					1,000.00					
136	Staithe/Old Station Ya				980.00					100.00					
137	Sapwell Close									250.00					
138	Paupers Grave			500.00	58.20					749.00					
139	Mileham Drive				444.00					1,000.00	332.00		332.00		
140	Town Sign/Noticeboar									250.00					
141	Other Green Areas									500.00					
143	Pump									500.00					
144	Equipment Loan (Gras				16,005.00					16,260.00	6,220.00		6,220.00		
148	Petrol costs Grass Cu				2,300.77					2,600.00	1,074.93		1,074.93		
149	Verges - Equipment Lo														
150	Verges - Petrol Costs														
172	Replacement Furniture			500.00						500.00					
188	Precept	159,220.00	159,228.00												

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/07/2026)

Code	Title	Last Year Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year Receipts Budget	Current Year Receipts Actual	Current Year Receipts Forecast	Current Year Receipts Total	Current Year Payments Budget	Current Year Payments Actual	Current Year Payments Forecast	Current Year Payments Total	Next Year Receipts Budget	Next Year Payments Budget
197	Recreation Grounds M		16.00		2,251.00										
	SUB TOTAL	**192,220.00**	**177,857.80**	**177,118.00**	**170,205.10**	**12,100.00**	**12,591.60**		**12,591.60**	**98,788.00**	**43,397.74**		**43,397.74**		

12 Events

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
160	General Events		1,826.23	2,000.00	3,562.31		358.00		358.00	2,000.00	399.56		399.56		
177	Christmas Events		1,586.19	1,003.00	2,876.84					1,003.00					
191	Events										114.16		114.16		
	SUB TOTAL		**3,412.42**	**3,003.00**	**6,439.15**		**358.00**		**358.00**	**3,003.00**	**513.72**		**513.72**		

13 Churchyard

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
142	War Memorial			100.00						250.00					
145	Wall and Footpath Ma		2,000.00	4,000.00	1,541.00										
146	Clock			300.00	280.00					600.00					
147	Lychgate			100.00						500.00					
157	Repairs & Maintenanc				1,864.52					550.00	16.65		16.65		
168	Grass Cutting			1,015.00											
182	Grounds Maintenance				172.83		1,682.66		1,682.66						
198	Staff Costs			10,858.00	11,739.17										
201	Precept	16,415.00	16,374.00												
	SUB TOTAL	**16,415.00**	**18,374.00**	**16,373.00**	**15,597.52**		**1,682.66**		**1,682.66**	**1,900.00**	**16.65**		**16.65**		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/07/2026)

14 Street Scene

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
151	Utilities			10,500.00	11,088.55					11,000.00	3,260.28		3,260.28		
152	Street Lighting Mainte			3,000.00	2,676.12					10,000.00	1,400.56		1,400.56		
153	Street Lighting Inspect			2,000.00	792.00					2,000.00	712.80		712.80		
154	Litter Bins			4,500.00	4,693.00					1,500.00					
155	Bus Shelter		3,139.30		3,925.66					250.00					
156	Replacement Columns			1,500.00						10,000.00					
173	LED Replacement Pro														
174	Bin Installation														
175	Other Repairs			500.00						500.00					
179	Street Furniture			500.00						750.00					
189	Precept	32,500.00	32,500.00												
192	Salix Loan			10,000.00	10,000.00										
	SUB TOTAL	**32,500.00**	**35,639.30**	**32,500.00**	**33,175.33**					**36,000.00**	**5,373.64**		**5,373.64**		

15 Staff Costs

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
213	Staff Costs (Admin)									195,892.25	48,882.23		48,882.23		
214	Staff Costs (Maintenar						237.31		237.31	213,106.73	71,171.94		71,171.94		
	SUB TOTAL						**237.31**		**237.31**	**408,998.98**	**120,054.17**		**120,054.17**		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/07/2026)

16 Precept

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
215	Precept					627,715.00	313,857.50		313,857.50						
	SUB TOTAL					**627,715.00**	**313,857.50**		**313,857.50**						

Earmarked Reserves

Code	Title	Last Year 2025-2026 Receipts Budget	Last Year 2025-2026 Receipts Actual	Last Year 2025-2026 Payments Budget	Last Year 2025-2026 Payments Actual	Current Year 2026-2027 Receipts Budget	Current Year 2026-2027 Receipts Actual	Current Year 2026-2027 Receipts Forecast	Current Year 2026-2027 Receipts Total	Current Year 2026-2027 Payments Budget	Current Year 2026-2027 Payments Actual	Current Year 2026-2027 Payments Forecast	Current Year 2026-2027 Payments Total	Next Year Receipts Budget	Next Year Payments Budget
5	Recycling Credits/Bott		2,238.59		393.84		518.29		518.29		100.43		100.43		
117	Allotment Deposits		1,425.00		691.69		500.00		500.00		640.00		640.00		
193	Grants and Donations			344.14	844.14										
202	Transport		10,000.00		10,486.65						1,807.50		1,807.50		
204	ACE - Pallet Fund				884.22		123.27		123.27		191.55		191.55		
210	IT Improvement Projec				7,203.60		82.00		82.00		7,676.57		7,676.57		
211	EMR Green Infrastruct				227.55						323.57		323.57		
212	EMR Neighbourhood I				1,035.70						1,379.20		1,379.20		
222	Church Wall Reserve										695.21		695.21		
	SUB TOTAL		**13,663.59**	**344.14**	**21,767.39**		**1,223.56**		**1,223.56**		**12,814.03**		**12,814.03**		

Summary

	Last Year Receipts Budget	Last Year Receipts Actual	Last Year Payments Budget	Last Year Payments Actual	Current Year Receipts Budget	Current Year Receipts Actual	Current Year Receipts Forecast	Current Year Receipts Total	Current Year Payments Budget	Current Year Payments Actual	Current Year Payments Forecast	Current Year Payments Total	Next Year Receipts Budget	Next Year Payments Budget
TOTAL	**645,180.00**	**702,088.64**	**655,322.36**	**679,189.35**	**739,715.00**	**408,604.62**		**408,604.62**	**780,368.54**	**247,521.18**		**247,521.18**		

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Cost Centre 01 General Purpose

Code Number 2 Bank Interest /Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
293	06/07/2026			01 Barclays Curren	Charges Commi:	Bank Charges	Barclays Bank plc	Z	18.89		18.89
340	28/07/2026			01 Barclays Curren	MDZPID131149	card fee	Sumup	Z	22.85		22.85
							Subtotal for Code: Bank Interest /Charges		£41.74		£41.74

Code Number 10 Office Expenses (General)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
249	26/06/2026	2026-2027/26/		01 Barclays Curren	7292964	Stationery	Viking	Z	35.99		35.99
270	02/07/2026	2026-2027/48/		01 Barclays Curren	AGB61HCTQAB	Staff PPE	Amazon	S	2.00	0.40	2.40
270	02/07/2026	2026-2027/48/		01 Barclays Curren	AGB61HCTQAB	Staff PPE	Amazon	S	9.30	1.86	11.16
276	06/07/2026	15/06/26		01 Barclays Curren	80000649615III5	Office Expenses	Co-op Aylsham Store	Z	1.85		1.85
302	16/07/2026	2026-2027/89/		01 Barclays Curren	TTA688	Water	Cooleraid	S	7.47	1.49	8.96
302	16/07/2026	2026-2027/89/		01 Barclays Curren	TTA688	Water	Cooleraid	S	14.94	2.99	17.93
303	16/07/2026	2026-2027/88/		01 Barclays Curren	TTA687	Water	Cooleraid	S	7.47	1.49	8.96
303	16/07/2026	2026-2027/88/		01 Barclays Curren	TTA687	Water	Cooleraid	S	7.47	1.49	8.96
303	16/07/2026	2026-2027/88/		01 Barclays Curren	TTA687	Water	Cooleraid	S	7.47	1.50	8.97
310	16/07/2026	2025-2026/101		01 Barclays Curren	inv10027289	Office Expenses	J B Postle	S	3.33	0.67	4.00
311	16/07/2026	2026-2027/102		01 Barclays Curren	inv-10029981	Office Expenses	J B Postle	S	6.67	1.33	8.00
312	16/07/2026	2026-2027/103		01 Barclays Curren	inv10021754	Office Expenses	J B Postle	S	5.00	1.00	6.00
							Subtotal for Code: Office Expenses (General)		£108.96	£14.22	£123.18

Code Number 14 Advertising

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
315	16/07/2026	2026-2027/63/		01 Barclays Curren	inv0014506	Advertising	Just Regional	S	210.00	42.00	252.00
316	16/07/2026	2026-2027/116		01 Barclays Curren	INV0014660	Advertising	Just Regional	S	210.00	42.00	252.00
							Subtotal for Code: Advertising		£420.00	£84.00	£504.00

Code Number 17 Subscriptions & Memberships

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
267	02/07/2026	2026-2027/62/		01 Barclays Curren	MEM258764-1	Subscriptions & Memberships	SLCC	Z	442.00		442.00
280	06/07/2026	GB-TI2602468		01 Barclays Curren	80000649615III5	Subscriptions & Memberships	Microsoft LTD	S	106.50	21.30	127.80
287	06/07/2026	A26268317181		01 Barclays Curren	80000649615III5	Staff Training	Screwfix	S	168.52	33.71	202.23
288	06/07/2026	17510594		01 Barclays Curren		Subscriptions & Memberships	NAPIT	S	115.83	23.17	139.00
291	06/07/2026	G164319690		01 Barclays Curren	80000649615III5	Subscriptions & Memberships	Microsoft LTD	S	17.27	3.46	20.73
							Subtotal for Code: Subscriptions & Memberships		£850.12	£81.64	£931.76

Code Number 18 Professional Fees

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
284	06/07/2026	100000998460		01 Barclays Curren	80000649615III5	Planning	land registery	E	7.00		7.00
							Subtotal for Code: Professional Fees		£7.00		£7.00

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Code Number 21 Climate Change

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
281	06/07/2026	wc Wi8PXoZtł		01 Barclays Curren	80000649615III5	Veolia Grant	ECL Plastics LTD	S	10.50	2.10	12.60
						Subtotal for Code:	Climate Change		£10.50	£2.10	£12.60

Code Number 26 Van

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
320	20/07/2026	2026-2027/94/:		01 Barclays Curren	SQ2771753DDR	Van	ALD Automotive	S	393.13	78.63	471.76
						Subtotal for Code:	Van		£393.13	£78.63	£471.76

Code Number 27 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
325	21/07/2026			01 Barclays Curren	109085	Planning	land registery	Z	11.00		11.00
						Subtotal for Code:	Miscellaneous		£11.00		£11.00

Code Number 178 Staff Uniform / PPE

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
256	30/06/2026	2026-2027/27/(		01 Barclays Curren	GB61IFRPABEY	Staff Uniform	Amazon	S	47.22	9.44	56.66
271	02/07/2026	2026-2027/65/(		01 Barclays Curren	GB61JQVUABE'	Staff PPE	Amazon	S	1.25	0.25	1.50
271	02/07/2026	2026-2027/65/(		01 Barclays Curren	GB61JQVUABE'	Staff PPE	Amazon	S	43.68	8.74	52.42
271	02/07/2026	2026-2027/65/(		01 Barclays Curren	GB61JQVUABE'	Staff PPE	Amazon	S	1.90	0.38	2.28
271	02/07/2026	2026-2027/65/(		01 Barclays Curren	GB61JQVUABE'	Staff PPE	Amazon	S	2.77	0.55	3.32
272	02/07/2026	2026-2027/60/(		01 Barclays Curren	GM61M2CABEY	Staff Uniform	Amazon	S	7.24	1.45	8.69
309	16/07/2026	2025-2026/10C		01 Barclays Curren	inv-2243	Staff Uniform	Creative Lincs Ltd	S	16.25	3.25	19.50
309	16/07/2026	2025-2026/10C		01 Barclays Curren	inv-2243	Staff Uniform	Creative Lincs Ltd	S	37.92	7.58	45.50
309	16/07/2026	2025-2026/10C		01 Barclays Curren	inv-2243	Staff Uniform	Creative Lincs Ltd	S	10.83	2.17	13.00
						Subtotal for Code:	Staff Uniform / PPE		£169.06	£33.81	£202.87

Code Number 209 Visit Aylsham

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
274	06/07/2026	1240181859		01 Barclays Curren	80000649615III5	Visit Aylsham	wix.com LTD	S	9.00	1.80	10.80
277	06/07/2026	1239913537		01 Barclays Curren	80000649615III5	Visit Aylsham	wix.com LTD	S	110.40	22.08	132.48
289	06/07/2026	2026-2027/3/1:		01 Barclays Curren	80000649615III5	Website	wix.com LTD	S	393.60	78.72	472.32
290	06/07/2026	04905-395730ε		01 Barclays Curren	80000649615III5	Subscriptions & Memberships	Canva	S	10.83	2.17	13.00
						Subtotal for Code:	Visit Aylsham		£523.83	£104.77	£628.60

Code Number 216 Telephone and Broadband

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
251	29/06/2026	2026-2027/29/(		01 Barclays Curren	EA43614941Q0:	Telephone & Broadband	British Telecom	S	167.77	33.55	201.32
253	30/06/2026	2026-2027/28/I		01 Barclays Curren	GP01025521-00	Telephone & Broadband	British Telecom	S	412.56	82.51	495.07
259	01/07/2026	2026-2027/31/(		01 Barclays Curren	EA30883731-00(	Telephone & Broadband	British Telecom	S	178.94	35.79	214.73
264	01/07/2026	051017020259		01 Barclays Curren	0510170DDR	Telephone & Broadband	Shire Leasing	S	312.33	62.47	374.80
265	02/07/2026	2026-2027/46/(		01 Barclays Curren	33726153M1773	Telephone & Broadband	Vodafone	S	10.84	2.17	13.01
265	02/07/2026	2026-2027/46/(		01 Barclays Curren	33726153M1773	Telephone & Broadband	Vodafone	S	12.54	2.51	15.05

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
265	02/07/2026	2026-2027/46/(		01 Barclays Curren	33726153M1773	Telephone & Broadband	Vodafone	S	12.54	2.51	15.05
265	02/07/2026	2026-2027/46/(		01 Barclays Curren	33726153M1773	Telephone & Broadband	Vodafone	S	45.66	9.12	54.78
269	02/07/2026	2026-2027/47/		01 Barclays Curren	824018	Telephone & Broadband	Intouch	S	62.50	12.50	75.00
323	21/07/2026	2026-2027/138		01 Barclays Curren	Q582087617415	Telephone & Broadband	EE Limited	S	37.00	7.40	44.40
						Subtotal for Code:	Telephone and Broadband		£1,252.68	£250.53	£1,503.21

Code Number 217 **Office Software**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
260	01/07/2026	2026-2027/80/		01 Barclays Curren	Scribe-S8T4BAF	Subscriptions & Memberships	Scribe	S	36.00	7.20	43.20
261	01/07/2026	2026-2027/91/		01 Barclays Curren	Scribe-S8T4BAF	Software	Scribe	S	157.00	31.40	188.40
262	01/07/2026	2026-2027/90/		01 Barclays Curren	Scribe-S8T4BAF	Software	Scribe	S	52.00	10.40	62.40
263	01/07/2026	2026-2027/92/		01 Barclays Curren	SCRIBE-S8T4B/	Software	Scribe	S	17.50	3.50	21.00
282	06/07/2026	F3ETPGWV-0(		01 Barclays Curren	80000649615III5	Software	Bitwarden	C	129.06		129.06
292	06/07/2026			01 Barclays Curren	80000649615III5	Software	Microsoft LTD	S	105.84	21.17	127.01
295	07/07/2026			01 Barclays Curren	CARAR5MW-BF	card fee	Brightpay	S	2.10	0.42	2.52
						Subtotal for Code:	Office Software		£499.50	£74.09	£573.59

Code Number 218 **Printing and Secure Destruction**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
299	16/07/2026	2026-2027/79/		01 Barclays Curren	10105	Office Expenses	Shred Station	S	57.15	11.43	68.58
299	16/07/2026	2026-2027/79/		01 Barclays Curren	10105	Office Expenses	Shred Station	S	2.86	0.57	3.43
300	16/07/2026	2026-2027/74/		01 Barclays Curren	AYLS03	Photocopy Expenses	Mayday	S	237.61	47.52	285.13
319	20/07/2026	2026-2027/69/		01 Barclays Curren	A1E09957V648(	Equipment	BNP Paribas Leasing Solutions	S	245.00	49.00	294.00
						Subtotal for Code:	Printing and Secure Destructior		£542.62	£108.52	£651.14

Code Number 221 **Stationery & Postage**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
249	26/06/2026	2026-2027/26/		01 Barclays Curren	7292964	Stationery	Viking	S	17.99	3.60	21.59
249	26/06/2026	2026-2027/26/		01 Barclays Curren	7292964	Stationery	Viking	S	7.29	1.46	8.75
249	26/06/2026	2026-2027/26/		01 Barclays Curren	7292964	Stationery	Viking	S	3.99	0.80	4.79
249	26/06/2026	2026-2027/26/		01 Barclays Curren	7292964	Stationery	Viking	S	5.95	1.19	7.14
254	30/06/2026	2026-2027/18/(		01 Barclays Curren	GB6004KPJHCF	Signs	Amazon	S	2.37	0.47	2.84
255	30/06/2026	2026-2027/17/(		01 Barclays Curren	GB6079OJWDH	Stationery	Amazon	S	6.31	1.26	7.57
						Subtotal for Code:	Stationery & Postage		£43.90	£8.78	£52.68
						Subtotal for Cost Centre:	01 General Purpose		4,874.04	841.09	5,715.13

Cost Centre **02 Town Hall**

Code Number 48 **Utilities**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
243	26/06/2026	2026-2027/43/		01 Barclays Curren	10347740001	Electricity	Engie Gas Limited	S	151.06	30.21	181.27
244	26/06/2026	2026-2027/42/		01 Barclays Curren	10347741001	Electricity	Engie Gas Limited	S	631.30	126.26	757.56
322	21/07/2026	2026-2027/111		01 Barclays Curren	1093114DDR	Water	Wave	Z	53.96		53.96
328	23/07/2026	2026-2027/136		01 Barclays Curren	10297431001DD	Gas	Engie Gas Limited	L	8.20	0.41	8.61

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
329	23/07/2026	2026-2027/135		01 Barclays Curren	10297433001 DI	Gas	Engie Gas Limited	L	80.75	4.04	84.79
332	27/07/2026	2026-2027/131		01 Barclays Curren	1034774001DDF	Electricity	Engie Gas Limited	S	94.37	18.87	113.24
335	27/07/2026	2026-2027/150		01 Barclays Curren	10347741001DD	Electricity	Engie Gas Limited	S	641.24	128.25	769.49
							Subtotal for Code: Utilities		£1,660.88	£308.04	£1,968.92

Code Number 50 Cleaning/Sanitary/Refuse

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
286	06/07/2026	3000005037		01 Barclays Curren	80000649615III5	Cleaning/Sanitary/Refuse	Express Cleaning Supplies	S	79.60	15.92	95.52
286	06/07/2026	3000005037		01 Barclays Curren	80000649615III5	Cleaning/Sanitary/Refuse	Express Cleaning Supplies	S	6.52	1.30	7.82
304	16/07/2026	2026-2027/59		01 Barclays Curren	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	45.98	9.19	55.17
334	27/07/2026	2026-2027/67/:		01 Barclays Curren	A24418DDR	trade waste	Biffa Waste Services Limited	S	478.50	95.70	574.20
							Subtotal for Code: Cleaning/Sanitary/Refuse		£610.60	£122.11	£732.71

Code Number 51 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
247	26/06/2026	2026-2027/36/:		01 Barclays Curren	2013266790	Repairs & Maintenance	Screwfix	S	4.07	0.82	4.89
247	26/06/2026	2026-2027/36/:		01 Barclays Curren	2013266790	Repairs & Maintenance	Screwfix	S	4.99	1.00	5.99
247	26/06/2026	2026-2027/36/:		01 Barclays Curren	2013266790	Repairs & Maintenance	Screwfix	S	5.66	1.13	6.79
247	26/06/2026	2026-2027/36/:		01 Barclays Curren	2013266790	Repairs & Maintenance	Screwfix	S	4.99	1.00	5.99
247	26/06/2026	2026-2027/36/:		01 Barclays Curren	2013266790	Repairs & Maintenance	Screwfix	S	8.06	1.61	9.67
283	06/07/2026	E74636		01 Barclays Curren	80000649615III5	Repairs & Maintenance	Electrical wholesalers 4 u	S	34.77	6.95	41.72
283	06/07/2026	E74636		01 Barclays Curren	80000649615III5	Repairs & Maintenance	Electrical wholesalers 4 u	S	34.77	6.95	41.72
283	06/07/2026	E74636		01 Barclays Curren	80000649615III5	Repairs & Maintenance	Electrical wholesalers 4 u	S	34.77	6.95	41.72
283	06/07/2026	E74636		01 Barclays Curren	80000649615III5	Repairs & Maintenance	Electrical wholesalers 4 u	S	188.90	37.80	226.70
317	16/07/2026	2026-2027/104		01 Barclays Curren	AYTOWNCO	paint	S & M Supplies	S	96.48	19.30	115.78
							Subtotal for Code: Repairs & Maintenance		£417.46	£83.51	£500.97
							Subtotal for Cost Centre: 02 Town Hall		2,688.94	513.66	3,202.60

Cost Centre 03 Drill Hall

Code Number 66 Broadband

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
305	16/07/2026	2026-2027/93/		01 Barclays Curren	824697	Telephone & Broadband	Intouch	S	50.00	10.00	60.00
							Subtotal for Code: Broadband		£50.00	£10.00	£60.00

Code Number 67 Utilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
245	26/06/2026	2026-2027/41/:		01 Barclays Curren	10347833001	Electricity	Engie Gas Limited	L	627.75	31.39	659.14
339	28/07/2026	2026-2027/134		01 Barclays Curren	10347833001DD	Electricity	Engie Gas Limited	L	593.76	29.69	623.45
							Subtotal for Code: Utilities		£1,221.51	£61.08	£1,282.59

Code Number 70 Cleaning/Sanitary/Refuse

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
268	02/07/2026	2026-2027/49/		01 Barclays Curren	TownHall/Drill Ha	Window Cleaning	Mr Brightside Pure Water Window Cle	Z	60.00		60.00
286	06/07/2026	3000005037		01 Barclays Curren	80000649615III5	Cleaning/Sanitary/Refuse	Express Cleaning Supplies	S	4.89	0.98	5.87

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
286	06/07/2026	3000005037		01 Barclays Curren	80000649615III5	Cleaning/Sanitary/Refuse	Express Cleaning Supplies	S	39.80	7.96	47.76
333	27/07/2026	2026-2027/68/:		01 Barclays Curren	A24418DDR	trade waste	Biffa Waste Services Limited	S	139.68	27.94	167.62
						Subtotal for Code:	Cleaning/Sanitary/Refuse		£244.37	£36.88	£281.25

Code Number 71 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
250	26/06/2026	2026-2027/35/:		01 Barclays Curren	2013145318	Repairs & Maintenance	Screwfix	S	13.32	2.66	15.98
						Subtotal for Code:	Repairs & Maintenance		£13.32	£2.66	£15.98
						Subtotal for Cost Centre:	03 Drill Hall		1,529.20	110.62	1,639.82

Cost Centre 05 Cemetery Cottage

Code Number 206 Management Fees

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
258	30/06/2026	2026-2027/75/I		01 Barclays Curren	CemeteryCottag	CemeteryCottageSequenceUK	Sequence	S	86.00	17.20	103.20
						Subtotal for Code:	Management Fees		£86.00	£17.20	£103.20
						Subtotal for Cost Centre:	05 Cemetery Cottage		86.00	17.20	103.20

Cost Centre 06 Public Toilets

Code Number 85 Utilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
246	26/06/2026	2026-2027/40/:		01 Barclays Curren	10347834001	Electricity	Engie Gas Limited	S	212.72	42.54	255.26
327	22/07/2026	2026-2027/112		01 Barclays Curren	1093523DDR	Water	Wave	Z	645.18		645.18
331	27/07/2026	2026-2027/132		01 Barclays Curren	10347834001DD	Electricity	Engie Gas Limited	S	199.91	39.98	239.89
						Subtotal for Code:	Utilities		£1,057.81	£82.52	£1,140.33

Code Number 87 Sanitary/Refuse/Materials

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
286	06/07/2026	3000005037		01 Barclays Curren	80000649615III5	Cleaning/Sanitary/Refuse	Express Cleaning Supplies	S	39.80	7.96	47.76
286	06/07/2026	3000005037		01 Barclays Curren	80000649615III5	Cleaning/Sanitary/Refuse	Express Cleaning Supplies	S	4.89	0.98	5.87
						Subtotal for Code:	Sanitary/Refuse/Materials		£44.69	£8.94	£53.63

Code Number 88 Cleaning Contract

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
307	16/07/2026	2026-2027/115		01 Barclays Curren	inv-11213	Cleaning/Sanitary/Refuse	Easy Clean (Norfolk) Ltd	S	667.00	133.40	800.40
307	16/07/2026	2026-2027/115		01 Barclays Curren	inv-11213	Cleaning/Sanitary/Refuse	Easy Clean (Norfolk) Ltd	S	90.00	18.00	108.00
						Subtotal for Code:	Cleaning Contract		£757.00	£151.40	£908.40
						Subtotal for Cost Centre:	06 Public Toilets		1,859.50	242.86	2,102.36

Cost Centre 09 Allotments

Code Number 111 Rents Received

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
248	26/06/2026	Refund for Rec		01 Barclays Curren	Refund for Recei	Refund	[redacted]	E	50.00		50.00

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Subtotal for Code:	Rents Received	£50.00	£50.00
Subtotal for Cost Centre:	09 Allotments	50.00	50.00

Cost Centre 10 Markets

Code Number 208 Card Charges Market

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
252	29/06/2026	MDZPID12820		01 Barclays Curren	MDZPID128201(	card fee	Sumup	E	0.34		0.34
257	30/06/2026	MDZPID12828		01 Barclays Curren	MDZPID128287(	card fee	Sumup	E	0.25		0.25
294	06/07/2026			01 Barclays Curren	MDZPID128914(	Sumup Fees	Sumup	E	0.65		0.65
296	13/07/2026	MDZPID12964		01 Barclays Curren	MDZPID129645!	card fee	Sumup	Z	0.17		0.17
297	14/07/2026	MDZPID12972		01 Barclays Curren	MDZPID129728	card fee	Sumup	Z	0.25		0.25
321	20/07/2026			01 Barclays Curren	MDZPID130358!	Sumup Fees	Sumup	Z	0.34		0.34
326	21/07/2026			01 Barclays Curren	MDZPID130450	card fee	Sumup	Z	0.25		0.25
337	27/07/2026	MDZPID13105		01 Barclays Curren	MDZPID131059	card fee	Sumup	Z	0.34		0.34
							Subtotal for Code:	Card Charges Market	£2.59		£2.59
							Subtotal for Cost Centre:	10 Markets	2.59		2.59

Cost Centre 11 Open Spaces

Code Number 127 Recreation Ground

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
241	02/07/2026	01.07.2026		01 Barclays Curren		Recreation Ground Grant	Recreation Ground	E	10,200.00		10,200.00
							Subtotal for Code:	Recreation Ground	£10,200.00		£10,200.00

Code Number 139 Mileham Drive

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
301	16/07/2026	2025-2026/96/!		01 Barclays Curren	AYLSH001	Play Inspections	ROSPA Playsafety Ltd	S	332.00	66.40	398.40
							Subtotal for Code:	Mileham Drive	£332.00	£66.40	£398.40

Code Number 144 Equipment Loan (Grass Cutting)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
266	02/07/2026	2026-2027/61/		01 Barclays Curren	406853/300418	Grass Cutting	Ben Burgess	S	1,555.00	311.00	1,866.00
							Subtotal for Code:	Equipment Loan (Grass Cutting	£1,555.00	£311.00	£1,866.00

Code Number 148 Petrol costs Grass Cutting Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
275	06/07/2026	80022		01 Barclays Curren	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	61.05	12.21	73.26
278	06/07/2026	311110		01 Barclays Curren	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	100.71	20.14	120.85
279	06/07/2026	2885738		01 Barclays Curren	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	87.04	17.40	104.44
							Subtotal for Code:	Petrol costs Grass Cutting Equi	£248.80	£49.75	£298.55
							Subtotal for Cost Centre:	11 Open Spaces	12,335.80	427.15	12,762.95

Cost Centre 14 Street Scene

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Code Number 151 Utilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
324	21/07/2026	2026-2027/99/I		01 Barclays Curren	A000710443500	street light electricity	Npower Business Solutions	S	614.21	122.84	737.05
						Subtotal for Code:	Utilities		£614.21	£122.84	£737.05

Code Number 152 Street Lighting Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
314	16/07/2026	2026-2027/64/(		01 Barclays Curren	inv-0591	Street Lighting Maintenance	T T Jones Electrical Ltd	S	1,400.56	280.11	1,680.67
						Subtotal for Code:	Street Lighting Maintenance		£1,400.56	£280.11	£1,680.67
						Subtotal for Cost Centre:	14 Street Scene		2,014.77	402.95	2,417.72

Cost Centre 15 Staff Costs

Code Number 213 Staff Costs (Admin)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
242	25/06/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	9,668.14		9,668.14
242	25/06/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	1,885.30		1,885.30
242	25/06/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	1,262.57		1,262.57
318	24/07/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	10,446.50		10,446.50
318	24/07/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	2,037.08		2,037.08
318	24/07/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	1,379.32		1,379.32
						Subtotal for Code:	Staff Costs (Admin)		£26,678.91		£26,678.91

Code Number 214 Staff Costs (Maintenance)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
242	25/06/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	14,017.54		14,017.54
242	25/06/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	2,733.44		2,733.44
242	25/06/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	1,727.32		1,727.32
318	24/07/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	14,107.56		14,107.56
318	24/07/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	2,704.72		2,704.72
318	24/07/2026			01 Barclays Curren		Staff Costs	Staff Costs	Z	1,705.23		1,705.23
						Subtotal for Code:	Staff Costs (Maintenance)		£36,995.81		£36,995.81
						Subtotal for Cost Centre:	15 Staff Costs		63,674.72		63,674.72

Cost Centre Earmarked Reserves

Code Number 5 Recycling Credits/Bottle Bank

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
338	28/07/2026	2026-2027/128		01 Barclays Curren	URM UK 100775	Bottle Bank	URM	S	52.53	10.51	63.04
						Subtotal for Code:	Recycling Credits/Bottle Bank		£52.53	£10.51	£63.04

Code Number 202 Transport

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
298	16/07/2026	2026-2027/81/I		01 Barclays Curren	INV035485	Professional charges	Canham Consulting	S	475.00	95.00	570.00

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

						Subtotal for Code: Transport		£475.00	£95.00	£570.00

Code Number 204 ACE - Pallet Fund

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
313	16/07/2026	2026-2027/71/		01 Barclays Curren	15739	ACE	Starlings Transport	S	59.00	11.80	70.80
313	16/07/2026	2026-2027/71/		01 Barclays Curren	15739	ACE	Starlings Transport	S	3.07	0.61	3.68
							Subtotal for Code: ACE - Pallet Fund		£62.07	£12.41	£74.48

Code Number 210 IT Improvement Project

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
273	02/07/2026	2026-2027/53		01 Barclays Curren	GB61L33AABEY	IT Improvements	Amazon	S	29.99	6.00	35.99
273	02/07/2026	2026-2027/53		01 Barclays Curren	GB61L33AABEY	IT Improvements	Amazon	S	89.12	17.82	106.94
285	06/07/2026	010685383906		01 Barclays Curren	80000649615III5	IT Improvements	UBIQUITI UK	S	1,035.00	207.00	1,242.00
285	06/07/2026	010685383906		01 Barclays Curren	80000649615III5	IT Improvements	UBIQUITI UK	S	61.00	12.20	73.20
285	06/07/2026	010685383906		01 Barclays Curren	80000649615III5	IT Improvements	UBIQUITI UK	S	10.00	2.00	12.00
306	16/07/2026	2026-2027/95/I		01 Barclays Curren	MRCA0928	IT Improvements	Amerits Digital Ltd	S	4,000.00	800.00	4,800.00
336	27/07/2026	51ac1e08-c90!		01 Barclays Curren	118985*DASE4L	IT Improvements	Amazon	S	-1,053.72	-210.74	-1,264.46
							Subtotal for Code: IT Improvement Project		£4,171.39	£834.28	£5,005.67

Code Number 211 EMR Green Infrastructure

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
308	16/07/2026	2026-2027/76		01 Barclays Curren	GB61PBRYABE\`	Veolia Grant	Amazon	S	116.47	23.29	139.76
							Subtotal for Code: EMR Green Infrastructure		£116.47	£23.29	£139.76
							Subtotal for Cost Centre: Earmarked Reserves		4,877.46	975.49	5,852.95
							TOTALS		**£93,993.02**	**£3,531.02**	**£97,524.04**

Aylsham Town Council

29 July 2026 (2026-2027)

Listing of Receipts in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Cost Centre 01 General Purpose

Code Number 2 Bank Interest /Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
224	15/07/2026			Shawbrook - Issue		Bank Interest Received	Shawbrook	Z	50.79		50.79
226	30/06/2026			Redwood Savings /		Bank Interest Received	Redwood Savings account	Z	279.40		279.40
						Subtotal for Code:	Bank Interest /Charges		£330.19		£330.19
						Subtotal for Cost Centre:	01 General Purpose		330.19		330.19

Cost Centre 02 Town Hall

Code Number 44 Hirings - Town Hall

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
171	24/06/2026	2026-2027/263		01 Barclays Curren	2630	Hirings	[redacted]	Z	32.00		32.00
172	24/06/2026	2026-2027/263		01 Barclays Curren	2636	Hirings	The Aylsham Agricultural Show Associ	Z	24.00		24.00
173	24/06/2026	2026-2027/263		01 Barclays Curren	2634	Hirings	Aylsham Round Table	Z	450.00		450.00
175	16/07/2026	2026-2027/260		01 Barclays Curren		Hirings	[redacted]	Z	-50.00		-50.00
184	30/06/2026	2026-2027/262		01 Barclays Curren	2626	Hirings	Aylsham WI	Z	36.00		36.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	30.00		30.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
191	06/07/2026	2026-2027/262		01 Barclays Curren	Invoice 2629	Hirings	Aylsham Country Market	Z	60.00		60.00
202	14/07/2026	2026-2027/263		01 Barclays Curren	POST OFFICE F	Hirings	Aylsham Flower Club	Z	36.00		36.00
202	14/07/2026	2026-2027/263		01 Barclays Curren	POST OFFICE F	Hirings	Aylsham Flower Club	S	35.00	7.00	42.00
204	16/07/2026	2026-2027/263		01 Barclays Curren	2637	Hirings	Lawless Pizza	Z	15.00		15.00
204	16/07/2026	2026-2027/263		01 Barclays Curren	2637	Hirings	Lawless Pizza	Z	15.00		15.00
204	16/07/2026	2026-2027/263		01 Barclays Curren	2637	Hirings	Lawless Pizza	Z	15.00		15.00
204	16/07/2026	2026-2027/263		01 Barclays Curren	2637	Hirings	Lawless Pizza	Z	15.00		15.00
204	16/07/2026	2026-2027/263		01 Barclays Curren	2637	Hirings	Lawless Pizza	Z	15.00		15.00
205	17/07/2026	2026-2027/264		01 Barclays Curren	BROADLAND D(	Hirings	Broadland District Council	Z	192.00		192.00
207	21/07/2026	2026-2027/266		01 Barclays Curren		Hirings	Partners Norfolk	Z			
208	21/07/2026	2026-2027/266		01 Barclays Curren		Hirings	Partners Norfolk	Z			

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
211	20/07/2026	2026-2027/264		01 Barclays Curren	7000000487/inv/	Hirings	RWE Renewables	Z	64.00		64.00
215	21/07/2026	2026-2027/262		01 Barclays Curren	90035209	Hirings	East of England Community Health Ca	Z	84.00		84.00
215	21/07/2026	2026-2027/262		01 Barclays Curren	90035209	Hirings	East of England Community Health Ca	Z	84.00		84.00
215	21/07/2026	2026-2027/262		01 Barclays Curren	90035209	Hirings	East of England Community Health Ca	Z	78.00		78.00
215	21/07/2026	2026-2027/262		01 Barclays Curren	90035209	Hirings	East of England Community Health Ca	Z	84.00		84.00
215	21/07/2026	2026-2027/262		01 Barclays Curren	90035209	Hirings	East of England Community Health Ca	Z	84.00		84.00
220	22/07/2026	2026-2027/266		01 Barclays Curren	2660	Hirings	[redacted]	Z	32.00		32.00
						Subtotal for Code:	Hirings - Town Hall		£2,090.00	£7.00	£2,097.00
						Subtotal for Cost Centre:	02 Town Hall		2,090.00	7.00	2,097.00

Cost Centre 03 Drill Hall

Code Number 61 Storage Rent

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
186	01/07/2026	2026-2027/261		01 Barclays Curren	East Anglia RFC	Hirings	RFCA East Anglia	Z	20.00		20.00
195	09/07/2026	2026-2027/258		01 Barclays Curren	2582	Hirings	Aylsham Scouts	Z	20.00		20.00
203	15/07/2026	2026-2027/261		01 Barclays Curren	INV 2613	Hirings	Aylsham Band	Z	20.00		20.00
223	24/07/2026	2026-2027/264		01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	20.00		20.00
						Subtotal for Code:	Storage Rent		£80.00		£80.00

Code Number 62 Hirings - Drill Hall

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
170	24/06/2026	2026-2027/258		01 Barclays Curren	2586	Hirings	Extend	Z	60.00		60.00
180	29/06/2026	2026-2027/258		01 Barclays Curren	2585	Hirings	Kettlebell Fitness	Z	60.00		60.00
183	30/06/2026	2026-2027/263		01 Barclays Curren	Barclays Bank U	Hirings	Barclays Bank	Z	3,647.00		3,647.00
186	01/07/2026	2026-2027/261		01 Barclays Curren	East Anglia RFC	Hirings	RFCA East Anglia	Z	125.00		125.00
187	01/07/2026	2026-2027/261		01 Barclays Curren	July Rent 2618	Hirings	Jiggers	Z	150.00		150.00
187	01/07/2026	2026-2027/261		01 Barclays Curren	July Rent 2618	Hirings	Jiggers	Z	75.00		75.00
187	01/07/2026	2026-2027/261		01 Barclays Curren	July Rent 2618	Hirings	Jiggers	Z	30.00		30.00
188	03/07/2026	2026-2027/261		01 Barclays Curren	SuttonDancingSt	Hirings	Sutton School of Dance	Z	500.00		500.00
189	03/07/2026	2026-2027/261		01 Barclays Curren	2619	Hirings	Yoga with Anna	Z	75.00		75.00
192	06/07/2026	2026-2027/258		01 Barclays Curren	2587	Hirings	Phoenix LDC	Z	210.00		210.00
195	09/07/2026	2026-2027/258		01 Barclays Curren	2582	Hirings	Aylsham Scouts	Z	120.00		120.00
198	10/07/2026	2026-2027/262		01 Barclays Curren	2625	Hirings	Extend	Z	60.00		60.00
203	15/07/2026	2026-2027/261		01 Barclays Curren	INV 2613	Hirings	Aylsham Band	Z	90.00		90.00
206	21/07/2026	2026-2027/265		01 Barclays Curren		Hirings	Sutton School of Dance	Z			
209	21/07/2026	2026-2027/265		01 Barclays Curren		Hirings	Alexandra Watson Fitness	Z			
212	02/07/2026	2026-2027/264		01 Barclays Curren	Rent August 202	Hirings	Aylsham Boxing Club	Z	250.00		250.00
216	21/07/2026	2026-2027/259		01 Barclays Curren	SuttonDancing	Hirings	Sutton School of Dance	Z	90.00		90.00
217	21/07/2026	2026-2027/262		01 Barclays Curren	Sutton Dancing	Hirings	Sutton School of Dance	Z	67.50		67.50
219	21/07/2026	2026-2027/265		01 Barclays Curren	Invoice 2652	Hirings	Alexandra Watson Fitness	Z	15.00		15.00
219	21/07/2026	2026-2027/265		01 Barclays Curren	Invoice 2652	Hirings	Alexandra Watson Fitness	Z	15.00		15.00

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
219	21/07/2026	2026-2027/265		01 Barclays Curren	Invoice 2652	Hirings	Alexandra Watson Fitness	Z	15.00		15.00
219	21/07/2026	2026-2027/265		01 Barclays Curren	Invoice 2652	Hirings	Alexandra Watson Fitness	Z	15.00		15.00
223	24/07/2026	2026-2027/264		01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	25.00		25.00
223	24/07/2026	2026-2027/264		01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	25.00		25.00
223	24/07/2026	2026-2027/264		01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	25.00		25.00
223	24/07/2026	2026-2027/264		01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	25.00		25.00
227	28/07/2026	2026-2027/262		01 Barclays Curren	2623	Hirings	Kettlebell Fitness	Z	60.00		60.00
							Subtotal for Code: Hirings - Drill Hall		£5,829.50		£5,829.50
							Subtotal for Cost Centre: 03 Drill Hall		5,909.50		5,909.50

Cost Centre 04 23 Market Place

Code Number 169 23 Market Place Repairs

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
176	24/06/2026			01 Barclays Curren	Seq Rent Bacs	Rent	Sequence	Z	1,250.00		1,250.00
							Subtotal for Code: 23 Market Place Repairs		£1,250.00		£1,250.00
							Subtotal for Cost Centre: 04 23 Market Place		1,250.00		1,250.00

Cost Centre 05 Cemetery Cottage

Code Number 81 Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
177	30/06/2026	L0346L0606-6		01 Barclays Curren	CemeteryCottag	Rent	Sequence	E	800.00		800.00
							Subtotal for Code: Income		£800.00		£800.00
							Subtotal for Cost Centre: 05 Cemetery Cottage		800.00		800.00

Cost Centre 08 Cemetery

Code Number 96 Interments

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
196	10/07/2026	2026-2027/260		01 Barclays Curren	2608	Interment	Ivan Fisher	Z	325.00		325.00
197	10/07/2026	2026-2027/260		01 Barclays Curren	2607	Interment	Ivan Fisher	Z	325.00		325.00
228	28/07/2026	2026-2027/267		01 Barclays Curren	MDZPID1311491	Exclusive Rights	[redacted]	Z	338.00		338.00
							Subtotal for Code: Interments		£988.00		£988.00

Code Number 97 Memorials & Inscriptions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
179	29/06/2026	2026-2027/263		01 Barclays Curren	[redacted] Memoria	Memorial	[redacted]	Z	198.00		198.00
214	21/07/2026	2026-2027/264		01 Barclays Curren		Memorial	[redacted]	Z	198.00		198.00
							Subtotal for Code: Memorials & Inscriptions		£396.00		£396.00

Code Number 98 Exclusive Rights

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
135	14/07/2026	2026-2027/260		01 Barclays Curren		Memorial	[redacted]	Z	338.00		338.00

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
196	10/07/2026	2026-2027/260		01 Barclays Curren	2608	Interment	Ivan Fisher	Z	325.00		325.00
197	10/07/2026	2026-2027/260		01 Barclays Curren	2607	Interment	Ivan Fisher	Z	325.00		325.00
228	28/07/2026	2026-2027/267		01 Barclays Curren	MDZPID131149	Exclusive Rights	[redacted]	Z	338.00		338.00
228	28/07/2026	2026-2027/267		01 Barclays Curren	MDZPID131149	Exclusive Rights	[redacted]	Z	338.00		338.00
228	28/07/2026	2026-2027/267		01 Barclays Curren	MDZPID131149	Exclusive Rights	[redacted]	Z	338.00		338.00
							Subtotal for Code: Exclusive Rights		£2,002.00		£2,002.00
							Subtotal for Cost Centre: 08 Cemetery		3,386.00		3,386.00

Cost Centre 09 Allotments

Code Number 111 Rents Received

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
182	29/06/2026	[redacted] allotm		01 Barclays Curren	[redacted] allotme	Allotment Rent	[redacted]	E	50.00		50.00
							Subtotal for Code: Rents Received		£50.00		£50.00
							Subtotal for Cost Centre: 09 Allotments		50.00		50.00

Cost Centre 10 Markets

Code Number 120 Market Rents

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
174	29/06/2026			01 Barclays Curren		Cash Banked	Market Rent	Z	320.00		320.00
181	29/06/2026	MDZPID12820		01 Barclays Curren	MDZPID128201	Market Rent	Sumup	E	20.00		20.00
185	30/06/2026			01 Barclays Curren	MDZPID128287	Market Rent	Market Rent	E	15.00		15.00
190	10/07/2026			01 Barclays Curren		Cash Banked	Various	Z	140.00		140.00
193	06/07/2026			01 Barclays Curren	TM7 Stallholder	Market Rent	Market Rent	E	74.25		74.25
194	06/07/2026			01 Barclays Curren	MDZPID128914	Market Rent	Market Rent	E	38.50		38.50
200	13/07/2026	MDZPID12964		01 Barclays Curren	MDZPID129645	Market Rent	Sumup	E	10.00		10.00
201	14/07/2026	MDZPID12972		01 Barclays Curren	MDZPID129728	Market Rent	Sumup	Z	15.00		15.00
210	21/07/2026			01 Barclays Curren		Cash Banked	Various	Z	127.50		127.50
213	20/07/2026			01 Barclays Curren	MDZPID130358	Market Rent	Market Rent	Z	20.00		20.00
218	21/07/2026			01 Barclays Curren	MDZPID130450	Market Rent	Market Rent	Z	15.00		15.00
225	27/07/2026			01 Barclays Curren	MDZPID131059	Market Rent	Market Rent	E	20.00		20.00
							Subtotal for Code: Market Rents		£815.25		£815.25

Code Number 121 Farmers Market Rent

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
190	10/07/2026			01 Barclays Curren		Cash Banked	Various	Z	18.50		18.50
							Subtotal for Code: Farmers Market Rent		£18.50		£18.50
							Subtotal for Cost Centre: 10 Markets		833.75		833.75

Cost Centre 11 Open Spaces

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 24-06-2026 and 28-07-2026)

Code Number **126 Verges - Highway**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
199	10/07/2026	2026-2027/26C		01 Barclays Curren	NCC BACS 641(	Verges-Highway	Norfolk County Council	X	12,591.60		12,591.60
						Subtotal for Code:	Verges - Highway		£12,591.60		£12,591.60
						Subtotal for Cost Centre:	11 Open Spaces		12,591.60		12,591.60

Cost Centre **13 Churchyard**

Code Number **182 Grounds Maintenance (churchyard)**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
222	24/07/2026			01 Barclays Curren	EBC0011416	Grants & Donations Received	Broadland District Council	E	1,000.00		1,000.00
						Subtotal for Code:	Grounds Maintenance (churchy		£1,000.00		£1,000.00
						Subtotal for Cost Centre:	13 Churchyard		1,000.00		1,000.00

Cost Centre **15 Staff Costs**

Code Number **214 Staff Costs (Maintenance)**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
178	26/06/2026			01 Barclays Curren	[redacted] verpayment	overpayment	[redacted]	Z	237.31		237.31
						Subtotal for Code:	Staff Costs (Maintenance)		£237.31		£237.31
						Subtotal for Cost Centre:	15 Staff Costs		237.31		237.31

Cost Centre **Earmarked Reserves**

Code Number **5 Recycling Credits/Bottle Bank**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
221	23/07/2026	28610		01 Barclays Curren	643906	Recycling Credits	Norfolk County Council	E	265.89		265.89
						Subtotal for Code:	Recycling Credits/Bottle Bank		£265.89		£265.89

Code Number **204 ACE - Pallet Fund**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
190	10/07/2026			01 Barclays Curren		Cash Banked	Various	Z	90.37		90.37
210	21/07/2026			01 Barclays Curren		Cash Banked	Various	Z	32.90		32.90
						Subtotal for Code:	ACE - Pallet Fund		£123.27		£123.27
						Subtotal for Cost Centre:	Earmarked Reserves		389.16		389.16

	Net	Vat	Total
TOTALS	**£28,867.51**	**£7.00**	**£28,874.51**

Aylsham Town Council
Reserves Balance
2026-2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
Bottle Bank	4,829.32		100.43	518.29	5,247.18
Cittaslow	452.09				452.09
Community Events	7,700.00	-7,700.00			0.00
Christmas Decorations	2,096.82				2,096.82
Election	3,000.00	2,000.00			5,000.00
Marquees	561.31				561.31
Drill Hall	13,500.00	-5,000.00			8,500.00
Town Hall	29,500.00	-10,600.00			18,900.00
Properties					0.00
Public Toilets	2,500.00				2,500.00
Cemetery	10,269.35				10,269.35
Open Spaces	50,400.00	-15,000.00			35,400.00
Recreation Ground	47,765.00				47,765.00
Churchyard	57,964.00		695.21		57,268.79
Street Furniture	7,068.70				7,068.70
Allotment Deposits	7,418.31		640.00	500.00	7,278.31
Hall Hire Deposit					0.00
CIL	668.36	-668.36			0.00
Cemetery Cottage	10,000.00				10,000.00
Youth					0.00
Skate Park	1,148.67				1,148.67
Communications	1,654.00				1,654.00
Boiler Reserve	29,903.63	5,000.00			34,903.63
Climate Group	5,619.85		404.09	301.07	5,516.83
ACE Events	669.25		175.00	158.33	652.58
CIL 2025.2026	33,952.20	25,687.64			59,639.84
Transport Hub Reserve	513.35	2,000.00	1,807.50		705.85
Neighbourhood Plan	28,964.30		1,379.20		27,585.10
IT Reserve	12,796.40	1,000.00	7,676.57	82.00	6,201.83
23 Market Place	5,600.00	-2,000.00			3,600.00
Green Infrastructure and Veolia	5,497.45		323.57		5,173.88
Visit Aylsham	4,248.00				4,248.00
Total Earmarked	**386,260.36**	**-5,280.72**	**13,201.57**	**1,559.69**	**369,337.76**
TOTAL RESERVE	**386,260.36**	**-5,280.72**	**13,201.57**	**1,559.69**	**369,337.76**

Aylsham Town Council
Reserves Balance
2026-2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
GENERAL FUND					220,169.56
TOTAL FUNDS					589,507.32

Meeting of Aylsham Town Council - 5th August 2026

Item 12f – To Receive update on Internal Audit process

The decision of Aylsham Town Council was to pay Per Pro Services for all works up to and including the meeting of 29th May (meeting minutes below of 3rd June item 14g)

"The Town Council will pay for works until 29th May when instruction was given to cease work."

Per Pro Services refuse to amend their invoice to reflect this, so they were asked whether they would like the matter brought up at the next council meeting to be reconsidered. This offer was declined. They also advise that they do not wish to pursue the matter further and do not wish to engage in any further communications.

Internal Audit Recommendations 2025/2026 – updated August 2026

Number	Recommendation	Action Point	Status
1	As the Council holds balances over £100,000 has adopted an investment policy which is published on the Council website. IP This does need to be reviewed as it was last updated in 2023.	Clerk to review and bring back to council for consideration	To take to council 05/08/26
2	Recommend that the Financial Regulations be updated and suggest consideration is given to basing them on the latest NALC template.	Clerk to review and bring back to council for consideration	To take to council 05/08/26. This is based on the latest NALC model
3	Recommend that Standing Orders be reviewed and updated to ensure that they cover all recent legislative amendments.	Clerk to review and bring back to council for consideration	The latest NPTS model has been checked and it is identical to what the Town Council has (subject to limit changes) and the updates regarding Data Protection and the Procurement Act have been taken account of. Website has been updated to reflect May 2026 review
4	It is strongly recommended that the Town Council begins to work towards increasing its General Reserve over the next two years to meet this minimum requirement.	The Town Council adopted a General Reserves policy in March which acknowledges the	No further action can be taken. Policy adopted.

		current position and committing to resolve over a 4 year period. 2 years may be too ambitious, but this can be reviewed when the budget is set.	
5	The Debtors report indicates that the following two debts are over 3 months old. Recommend that Council makes a decision on collection or write off: Date Amount 03/09/2025 £192.00 13/03/2024 £40.00	Clerk to write a report with recommendations for council to consider	To be placed on agenda for 5th August
6	Recommend that a reference to total balances held be included as part of the minutes to improve transparency and enable cross referencing.	Clerk to arrange going forwards	Completed
7	Information to be published annually The following information should be published annually: • Local authority land: Published. Land • Social housing assets Not applicable • Grants to voluntary, community and social enterprise organisations Published • Organisation chart (Staff structure with Council and Committee structure) Published Chart • Trade union facility time (only applicable if you provide facilities for union representatives) Not applicable • Parking account (to be published if parking income received) Not applicable	Clerk to arrange	Pay multiple now added to website and on agenda Fraud information now added to website and on agenda Brief description of local transparency code placed on website

	• Parking spaces (publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces) Not applicable. • Senior salaries (Salaries over £50k per annum) Published as part of organisational chart. • Constitution (Standing Orders) Published. • Pay multiple (see the code) Not published • Fraud (see the code) Not published. Recommend that the Transparency page be updated with links or explanations to all the above information as required by the Code.		
8	It is recommended that the dates of the Public Notice be reported and recorded in the minutes to improve transparency.	Addressed at the Meeting of 22nd June 2026	Completed
9	Data Retention Policy: To be adopted.	Clerk to create and bring back to council for consideration	To be agreed by council 5th August 2026

Aylsham Town Council

Investment Policy

Introduction
The Council acknowledges the importance of investing prudently the temporarily surplus funds held on behalf of the community.

In preparing its investment policy the Council is required under Section 15(1) of the Local Government Act 2013 to have regard to such Guidance as the Secretary of State may issue.

The current statutory Community and Local Government 9CLG) Investments Guidance Note came into force on 1 April 2010.

The Guidance Note makes distinction between investments that are:

- high security and high liquidity (specified investments) and
- those with potentially greater risks and lower liquidity (non-specified investments)

Where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Investments Guidance Note in relation to that year.

Investment Objectives
The Council's investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in Sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and the Council may not engage in such activity.

If external investment managers are used, they will be contractually required to comply with the policy.

Specified Investments
Specified Investments are, by definition in the Guidance note, those offering high security and high liquidity, made in Sterling and with a maturing of no more than a year. Such short-term investments made with the UK Government or a local authority to Town Councils will automatically be Specified Investments, as will those with bodies or investment schemes of "high credit quality".

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with UK banks, UK building societies, UK local authorities or other UK public authorities

- The debt management agency of HM Government

Non-specified Investments
These investments have greater potential risk - examples include investment in the money market, subordinated bonds from banks, permanent interest-beating shares from building societies and corporate stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

Liquidity of Investments
The Finance Officer in consultation with the Clerk will recommend to Council the amount and the maximum periods for which funds may be prudently committed so as not to compromise liquidity.

Long-term Investments
Long term investments are defined in the Guidance note as greater than 12 months and require that, should any Council wish to invest for periods greater than 12 months, it must identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums.

End of Year Investment Report
At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Council.

Delete in Entirety

Aylsham Town Council
Investment Policy

The Investment Policy sets out how the Town Council manages, safeguards, and invests its public funds responsibly. In England, this is primarily governed by the Ministry of Housing, Communities and Local Government (MHCLG) statutory guidance and the National Association of Local Councils (NALC) recommendations.

1. Introduction

This Investment Policy is adopted in accordance with:

- The Local Government Act 2003
- Statutory Guidance on Local Government Investments issued by the Ministry of Housing, Communities and Local Government
- Governance and Accountability for Smaller Authorities guidance via the National Association of Local Councils

The Council confirms that in managing public funds it will give priority to:

1. Security of capital
2. Liquidity
3. Yield

Security and liquidity will always take precedence over yield.

2. Investment Objectives

The Council's objectives are to:

- Safeguard public funds.

- Maintain sufficient liquidity to meet operational commitments.
- Achieve a reasonable return consistent with low risk.
- Spread risk through appropriate diversification.

The Council will not engage in speculative activity.

3. Investment Strategy

3.1 Specified Investments

The Council will primarily use Specified Investments, defined as:

- Deposits with UK banks and building societies.
- Deposits with other local authorities
- UK Government securities
- Low-risk pooled funds such as the CCLA Public Sector Deposit Fund

Specified investments:

- Are denominated in sterling.
- Are of high credit quality.
- Have a maturity of no more than 24 months (except where funds operate as diversified pooled deposits)

3.2 Non-Specified Investments

The Council does not intend to hold non-specified investments (e.g. equities, property funds, long-term corporate bonds). If considered in future, these would require:

- A formal risk assessment
- Full Council approval
- Explicit minute resolution

4. Diversification

To manage risk, the Council will observe the following:

- Spread investments amongst multiple institutions
- Maximum investment term: 24 months (except where funds operate as diversified deposit pools)

The Council recognises that the CCLA Public Sector Deposit Fund spreads deposits across multiple institutions, reducing concentration risk.

The Council recognises that it is does not qualify for the Financial Services Compensation Scheme (FSCS) as the authority exceeds the annual budget limit of €500,000 (approximately £430,000)

5. Liquidity

The Town Council will ensure operational cash flow is not restricted by notice periods.

6. Risk Management

The Responsible Financial Officer (RFO) will:

- Monitor creditworthiness of institutions used.
- Review investment performance annually.
- Ensure compliance with this policy.
- Report balances and interest earned monthly.

The Council accepts that investment returns may fluctuate and confirms that preservation of capital is the overriding priority.

7. Ethical Considerations

Where consistent with the primary objectives of security and liquidity, the Council may consider environmental, social and governance factors in selecting investment vehicles.

8. Delegation

The Council delegates management of investments as follows:

- the Clerk/RFO for cash flow purposes
- The council for the opening / closing of accounts
- The council for authorisation to withdraw for purposes other than cash flow

All investment activity will be reported to full Council.

11. Review

This policy will be reviewed annually alongside Financial Regulations.

Investments for 2025/2026

As at 31st March 2026 the Town Council held the following investments:

Account	Purpose	Liquidity	Interest Received 25/26	Balance 31st March 2026
Barclays Current account	Financing the day to day business of the council. Minimal balance kept	Instant Access	0.00% / £0.00	£18,003.51
Barclays Savings account	Precept moved into this account. Swept across to current when needed	Instant Access	1.05% / £1,116.41	£61,591.18
CCLA (Public Sector Deposit Fund)	Investment account. Managed fund invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund will not invest in derivatives or other collective investment schemes.	1 day (provided instruction received by 11.30am)	Varies, currently 3.858% / £5,267.21	£124,478.81
Redwood Bank	Investment Account	95 day notice	3.2% / £4,171.37	£105,536.15
Shawbrook	Fixed interest bond which matured. Now reinvested back into 1 year bond	Was instant account. Now 1 year	Was 0.1%, (£81.97) now 4.22%	£95,066.28

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
   a) In 1.5 – is the Clerk the RFO?
   b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
   c) In section 4, does the council have committees and how many years are forecast?
   d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
   e) In 5.9, are online prices acceptable evidence?
   f) In 5.13, 5.15 and 5.17, does the council have committees?
   g) In 5.16, will a councillor ever be instructed to place an order?
   h) In 5.20, is there a minimum level for official orders?
   i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
   j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
   k) Section 10 gives two alternatives, with or without petty cash.
   l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
   m) 13.7 and 13.8 are removable if they don't apply to the council.

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

c) In 5.9, at what level can smaller purchases be made without competition?

d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

e) In 5.18, how much can the clerk commit to spending in an emergency?

f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

g) In Section 9, what are the limits for card payments?

h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council’s website.

AYLSHAM TOWN COUNCIL FINANCIAL REGULATIONS

Contents

These Financial Regulations were adopted by the council at its meeting held on xx/xx/2026

General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the ~~Joint Panel on Accountability and Governance (JPAG~~) Smaller Authorities' Proper Practices Panel (SAPPP) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- alongside the Finance Officer, produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000];

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk ~~[with the RFO]~~ shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, the council's appointed Internal Scrutineer shall ~~a member other than the Chair {or a cheque signatory} shall be appointed to~~ verify bank reconciliations and spot check transactions for accuracy (for all accounts) produced by the RFO. ~~The member shall sign and date the reconciliations and the original bank statements (or similar~~

~~document) as evidence of this.~~ This activity, including any exceptions, shall be reported to and noted by the council ~~{Finance Committee}.~~

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year ~~and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee].~~ The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year ~~along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.~~

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget with any committee proposals ~~and [three-year]} forecast~~, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~{finance committee and a recommendation made to the}~~ council.

4.7. Having considered the proposed budget ~~and [three-year] forecast,~~ the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{or relevant committee}.~~

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any new proposed purchase before it is made ~~and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.~~

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers ~~agreed by [the council]}~~ OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than [~~£3,000~~ £10,000] excluding VAT the Clerk ~~[or RFO]~~ shall seek at least [3] fixed-price quotes;

5.9. where the value is between [~~£500~~ £1,000] and [~~£3,000~~ £10,000] excluding VAT, the Clerk ~~[or RFO]~~ shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council ~~{or relevant committee}.~~ Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- [the Clerk], under delegated authority, for any items below [~~£500~~ £1,000] excluding VAT.
- the Clerk, in consultation with the Chair of the Council ~~{or Chair of the appropriate committee},~~ for any items below [£2,000] excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT
- ~~{in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}~~
- the council for all items over [£5,000];

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

~~5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].~~

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. ~~The council has resolved to bank with [name bank].~~ The arrangements shall be reviewed [annually] for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council by the Finance Officer before being certified by [the RFO]. ~~{Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.~~Invoices will then be-authorised by two councillors who are also bank signatories and the list of payments made should be listed in the next appropriate council meeting

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by Direct Debit, online banking or exceptionally by cheque, ~~in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer},~~ unless [the council] resolves to use a different payment method.

~~6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.~~

~~6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}~~

~~6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~

6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. {any payments of up to [£~~500~~ £1,000] excluding VAT, within an agreed budget}.

ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, ~~where the due date for payment is before the next scheduled meeting of [the council~~], where the Clerk ~~and RFO]~~ certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {~~or finance committee}.~~

iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [~~or finance committee].~~

6.10. The RFO shall present a schedule of payments ~~requiring authorisation~~, forming part of the agenda for the meeting, together with the relevant invoices, to the council ~~{or finance committee}.~~ The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, shall ~~authorise~~ agree payment by resolution. ~~The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.~~

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk, Finance Officer and Office Manager may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

~~7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.~~

~~7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.~~

7.6. Two ~~[councillors who are]~~ authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.~~

7.8. A full list of all payments made in a month shall be provided to the next [council] meeting ~~{and appended to the minutes}.~~

7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, ~~provided that the instructions are [signed/approved online] by [two authorised members] signatories. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.~~

7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk, the Finance Officer, the Office Manager or a Member~~ and [the RFO] [a member~~]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. ~~Data held should be checked with suppliers every [two years].~~

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members]~~{and countersigned by the Clerk}.~~

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

~~8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.~~

9. Payment cards

~~9.1. Any Debit Credit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.~~

~~9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].~~

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Finance Officer, Office Manager and Maintenance Manager and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used ~~{under any circumstances.} OR~~ {except for expenses of up to [£~~250~~ £100] including VAT, incurred in accordance with council policy.}

10. Petty Cash

~~10.1.~~{The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by office staff (for example for postage or minor stationery items) shall be refunded on a regular basis, ~~at least quarterly~~.} ~~**OR**~~ ~~{The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~

~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~

~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~

~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}~~

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or ~~relevant~~ staffing committee}.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [~~the finance committee~~ Internal Scrutineer] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The Finance Officer] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the Clerk] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. ~~OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

~~13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to~~

~~the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}~~

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to [~~the RFO~~ the council's insurers] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers ~~{in consultation with the Clerk}.~~

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined ~~[annually]~~ by the council, ~~or duly delegated committee.~~

~~**18. [Charities]**~~

~~18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]~~

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Meeting of Aylsham Town Council 5th August 2026

Aged Debtors Report

Internal Auditor raised the following aged debts:

Debt	Action
£40 #1336 for Drill Hall hire	Incorrect invoice – event cancelled. To credit back in system
£192 #2122 for Town Hall hire	Invoice paid

Procedure to be put in place to check all outstanding invoices monthly. Suggest checking by Internal Scrutineer

Current outstanding invoices:

23.06.2026	2624	2026-2027	OverDue	22.07.2026	£210.00	Hirings
23.06.2026	2620	2026-2027	OverDue	22.07.2026	£150.00	Hirings
15.05.2026	2577	2026-2027	OverDue	14.06.2026	£80.00	Hirings
23.06.2026	2615	2026-2027	OverDue	22.07.2026	£80.00	Hirings
20.05.2026	2591	2026-2027	OverDue	19.06.2026	£60.00	Hirings
23.06.2026	2623	2026-2027	OverDue	22.07.2026	£60.00	Hirings
24.06.2026	2638	2026-2027	OverDue	23.07.2026	£60.00	Hirings

£700.00

All a regular hirers of the Town Hall and Drill Hall, no disputes raised and no concerns about the status. Invoices due in June will be sent a reminder.

Pay Multiple as at 31st March 206

The pay multiple is the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce (full time equivalent)

The Council's pay multiple, calculated as the ratio between the highest-paid employee and the median full-time equivalent salary, is **1.87:1**. This reflects the Council's relatively flat pay structure and demonstrates that there is a low level of pay inequality across the organisation

Fraud 2025/2026

Local authorities must publish the following information about their counter fraud work

Publication Requirement	
The number of occasions Aylsham Town Council used powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014 or similar powers	0
Total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud	0
Total number (absolute and full time equivalent) of professionally accredited counter fraud specialists	0
Total amount spent by the authority on the investigation and prosecution of fraud	0
Total number of fraud cases investigated	0

AYLSHAM TOWN COUNCIL

Retention Policy

Retention Schedule for Council Records

There is a clear need to retain documentation for a variety of reasons including audit purposes, staff management, tax and VAT and the potential eventuality of legal dispute and proceedings.

The Retention Schedule includes the main types of Council records. Each entry lists the record series along with the proposed action, the retention periods and reasons for the action. Further information can be sought from the National Association of Local Councils (NALC), the Local County Association or the Society of Local Council Clerks.

The following information provides an explanation for each of the three action terms used within the schedule.

Records identified for permanent preservation

Records in this category have been identified for permanent retention. These should be deposited with the local Archive Service once there is no longer an administrative need for them to be kept locally.

The only financial records recommended for deposit are the payment and receipt books or the annual audited accounts if the former has not survived. These are often filed with receipts and payments that are not necessary for preservation and should be weeded prior to their transfer to the Archive Service.

Records in this category should be transferred to the local Archive Service after the minimum retention period or once they become inactive.

Records to be destroyed

A large number of parish and town council records can be destroyed once they become inactive or the minimum retention period expires. Financial records account for the majority of this category. These must be kept for a minimum of 6 years after the last entry (Limitation Act 1980 (as amended), VAT Act 1994 etc.), but may be retained for longer depending on local circumstances. Records not given a minimum retention period can be destroyed once there is no longer an administrative requirement for their custody. If Council is unsure whether a document or series of records should be destroyed, then please contact the local Archive Service for further guidance.

To protect confidential information, all records assigned for disposal should be securely destroyed. Paper records containing confidential information should be shredded or pulped, and not simply thrown out with other classes of records. Electronic or machine-readable records will require a two-step process for assured confidential destruction:

- Deletion of the contents of digital files, and
- The use of commercially available software applications to remove all residual data from the storage device. These processes may be outsourced to credible commercial companies who specialise in confidential destruction of records.

The Limitations Act 1980 (as amended) provides that legal claims may not be commenced after a specified period. The table below sets out the different limitation periods for different categories of claim.

Category	**Limitation Period**
Negligence (and other "Torts")	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years
Rent	6 years
Breach of Trust	None

RETENTION PERIODS FOR COUNCIL DOCUMENTS

Records	Minimum Retention period	Action	Reason
Administrative	**Minimum Retention period**	**Action**	**Reason**
Minute books	Indefinite	Preserve	Archive
Signed council and committee minutes	Indefinite. Can be transferred to local Archive after 6 years or once they become inactive.	Preserve	Common practice
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until there is no longer an administrative requirement. Can be transferred to local Archive after 6 years or once they become inactive.	Destroy	Operational
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes	Review	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Byelaws and orders	Preserve one of each copy and transfer to local Archive once they become inactive	Preserve	Common practice
Policy documents	Until there is no longer an administrative requirement. Destroy old versions.	Review	Operational
Title deeds more than 100 years old	Indefinite. Transfer to local Archive once they become inactive.	Preserve	Audit/Manageme nt Common practice
Title deeds less than 100 years old	Indefinite. Transfer to local Archive for review once they become inactive.	Review	Audit/Manageme nt Common practice
Property registers and terriers	Indefinite. Transfer to local Archive once they become inactive.	Preserve	Common practice
Maps, plans, and surveys of property owned by the council or meeting	Indefinite. Transfer to local Archive once they become inactive	Preserve	Common practice
General correspondence	Until there is no longer an administrative requirement	Destroy	Operational
Complaints	Until there is no longer an administrative requirement	Destroy	Operational
Information Requests	6 Years after resolution of request	Destroy	Operational
Village/parish appraisals, plans, millennium projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
Leases, agreements, contracts and wayleaves	Indefinite	Preserve	Audit/Manageme nt
Parish council newsletter	Indefinite. Transfer one copy to local Archive.	Preserve	Common practice
Newsletter mailing list	Retain until consent withdrawn or following regular review consent no longer provided	Destroy	Operational

Routine internal correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scale of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Personnel	**Retention period**	**Action**	**Reason**
Personnel files	6 Years after termination of service	Destroy	Risk of investigation regarding any future litigation
Personnel files – annual leave	2 years	Destroy	Operational
Recruitment data Successful Unsuccessful	 Add to personnel file 6 months after recruitment finalised plus current year	Destroy	Equalities Act
Financial	**Retention period**	**Action**	**Reason**
Scales of fees and charges	6 years	Destroy	Management
Receipt and payment books	Indefinite. Transfer to local Archive once they become inactive	Preserve	Council financial regulations
Receipt books of all kinds	6 years	Destroy	VAT
Annual audited accounts	6 years.	Destroy, but preserve if the receipt and payment books have not survived.	Council financial regulations
Accounts and statements	6 years	Destroy	Council financial regulations
Vouchers before 1950	6 years	Destroy	Council financial regulations
Cash and petty cash books, rent books, postage and telephone books	6 years	Destroy	Tax, VAT, Limitations Act 1980 (as amended) Council financial regulations
Receipt books of all kinds	6 years	Destroy	Council financial regulations
Postage and telephone books	6 years	Destroy	Council financial regulations
Bank statements including deposit/saving accounts	6 years	Destroy	Council financial regulations
Bank paying-in books	Last completed Audit year	Destroy	Council financial regulations

Cheque book stubs	Last completed Audit year	Destroy	Council financial regulations
Paid invoices	6 years	Destroy	VAT Council financial regulations
Paid cheques	6 years	Destroy	Limitation Act 1980 (as amended) Council financial regulations
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994
Time sheets	Last completed Audit year	Destroy	Council financial regulations
Wage books	12 years	Destroy	Superannuation & Limitation Act 1980 (as amended)
Members' allowances register	6 years	Destroy	Tax, Limitation Act 1980 (as amended)
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Insurance policies	While valid	Destroy	Operational
Certificate for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed.	Preserve	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Preserve	Audit, Management
Parish Halls, Centres and Recreation Grounds	**Retention period**	**Action**	**Reason**
Records relating to applications to: • Hire; • Letting diaries; • Copies of bills to hirers; • Records of tickets issued.	6 years	Review with the view to destroy	VAT Council financial regulations

Allotments	**Retention period**	**Action**	**Reason**
Register & Plans	Indefinite	Preserve	Audit, Management
Burial Grounds	**Retention period**	**Action**	**Reason**
• Register of fees collected; • Register of Burials; • Register of Purchased Graves; • Register/plan of Grave Spaces; • Register of Memorials; • Applications for interment; • Applications for right to erect memorials; • Disposal certificates; • Copy certificates of Grant of Exclusive Right of Burial.	Indefinite	Preserve	Archives, Local Authorities Cemetery Order 1977 (SI. 204)
Miscellaneous	**Retention period**	**Action**	**Reason**
Marketing Consent Forms	3 years	Destroy	Best Practice
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Community magazines or newsletters(not created by the parish council)	Until there is no longer an administrative requirement	Review	Operational
Press cuttings book	Until there is no longer an administrative requirement	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Transfer to local Archive as soon as possible	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Transfer to local Archive once they become inactive	Preserve	Common practice
Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational

Minutes of the Aylsham Climate Emergency Group Meeting held on 6th July 2026

Present:

Grizelda Tyler (Chair)
Sue Catchpole
Kevin Cunnane
Bryce Davies
Heather Davies-Walters
Kate Mackenzie
Jenny Haycocks
Hilary Lucier

Also Present: Harry Clark (Deputy Town Clerk).

1. **To Receive Apologies for Absence**
   Apologies were received from Michael Goodwin and Corrinne Houlden.

2. **To Receive Declarations of Interest and Requests for Dispensation**
   None received.

3. **To Agree the Minutes of the 1st of June 2026**
   The minutes of the meeting held on 1st June 2026 were ***agreed*** as a true record of the business conducted.

4. **To Note Matters Arising from the Minutes, not Included on the Agenda**
   None raised.

5. **Existing Projects.**

a) **To receive update on projects for Green Infrastructure funding**

   i. **Green Trail**
   Kate updating that she will be meeting with John Tyler regarding the wall and plans are going ahead, however will need to go look at community shed.

   ii. **Swift Streets**
   The group were updated that the Swifts Box are done are in the lock up and need to speak to Andy about ordering bulbs. Bug houses haven't started yet, the maps are progressing and all are fine.

   iii. **Low hedged planting at Mileham Drive**
   No update for Low hedged planting at Mileham Drive.

   iv. **Improvement of Old station yard and other open spaces to benefit nature**
   Deferred to next ACE Meeting.

   v. **Wildflower creation areas**
   No update.

b) To Receive Update on PEB Film Screening

i. To receive report on film screening

Grizelda thought it went well along with those who gave talks at film and how it was presented and getting people's views generally very good. Grizelda continued that the addition of having others coming that are new to the functions was a welcome sight and believed total is approximately 60 people who attended the screening. Kay queries the promotion campaign of the screening, Jenny confirmed it was national promotion. Julie will show film in church and that feedback received from those leaving the screening was very good.

ii. To consider next steps

The group discussed how to stay connected with people and suggested a mailing list. Jen suggested to organise a people's assembly and an article to be done by Grizelda for outreach to expand the community.

c) To Receive Update on 'Library of Things' Project

noted the update, wanting to get it going.

d) To receive update on Gardens for Wildlife competition

The group were informed that applications for the competition closed end of June and will know the results when judging is complete on the 18th/19th July.

e) To receive feedback from family learning day

The group received update saying the day was well attended and many mentioned having an enjoyable experience.

f) Volunteer rota

The group discussed having someone attending the ACE table on Friday morning between 09:30 and 11:30 to be able to interact with people and discuss ACE and the projects such as the blister packs etc, those interested are to email the Clerk/Deputy Clerk with their availability.

g) To agree actions for any other planned events

The group commented on the Films screenings that are planned, along with regular people dropping off blister packs. Additional sessions were suggested to show attendees everyday skills e.g. how to change a plug etc. The group continued to discuss the walks on 12th September and the use of the gazebo and crafting bug hotel.

6. To discuss general safety/security at ACE Events

The group discussed posts from the ACE Facebook page and for ACE events require to have a health and safety risk assessment review for concerns raised.

7. **To receive update on Lidl planning application**
   Sue gave update to the group that there has been push back from highways due to location and national England gave comments on the planning application. Kay updated that town council objected to the application.

8. **To Receive Group Updates, not elsewhere covered in the agenda**

   ACE group restructure to address transport, energy and digital elements.

9. **Finance**
   a) To receive updated ACE budget
   Finances were noted
10. **Items for Future Agendas**
   none

11. **To Agree the Date of the Next Meeting as Monday 7th September at 7pm**
   This was ***agreed***

There being no further business the meeting was closed at 8:50pm.

Signed________________________________ Date_____________________

AYLSHAM TOWN COUNCIL
ACE PROJECT PROPOSAL

Approved in Principle:

Full Approval:

PROJECT TITLE: People's Emergency Briefing Film Screening

ACE SUB-GROUP(S) INVOLVED: This is a collaborative cross-group initiative from Waste, Nature and Biodiversity, and Energy.

LEADER OF PROJECT: Jenny Haycocks and Yvonne Stewart

OUTLINE of the PROJECT

Please write a brief description of the project, including full details of how the project will be delivered and any working partnerships involved.

ACE are running a series of film screenings of environmentally informative films as part of a Film and Chat series. The People's Emergency Briefing is an additional film as part of this series.

On 27 November 2025, ten of the UK's leading experts briefed an invited audience of more than 1,200 politicians and leaders from business, culture, faith, sport and the media at Central Hall Westminster. The experts presented a clear, evidence-based account of the risks facing the UK and the scale of response required. The aim of this public information initiative works to ensure that both Parliament and the public are clearly and honestly briefed on the climate and nature crisis. This film extends that work to communities. across the UK and is being screened nationwide over the coming months.
Timescale: Screening Date July 4th 2026

External Funding (please specify):

Approximate funding required from ACE/Town Parish Council £ 60.00 to cover refreshments and printing. An additional £100 is requested to pay for a Violinist who attended the event

ABOUT the PROJECT

What is the need for this Project?

This film brings together the latest evidence on the climate and nature crisis, and what it means for the UK. It is intended to be watched together in communities like Aylsham, encouraging responses proportionate to the crisis. Building on the success of previous ACE film screenings, we aim to:

- To encourage more people to engage with the issues surrounding the climate crisis, and in doing so recruit more people to get involved in national issues via ACE projects;
- To inspire people to take action in their everyday lives;
- To provide enjoyable and thought-provoking evenings for the people of Aylsham;
- To engage in meaningful discussion. To facilitate this, we will provide refreshments.

Who will benefit?
ACE and the community of Aylsham

How will those taking part help design, implement & evaluate the project?
The screening will be followed by discussion. A variety of feedback tools will be used to evaluate the evenings.

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

Is Town Council staff involvement required?
At a minimal, administrative level

If so, what will this entail?
Setting up the room, printing posters

What are the publicity requirements and who will lead on this?
We will draw on the national initiative materials. See above

How will progress on the project be reported back to ACE?
Evaluation at each screening and reported back to ACE in terms of an evaluation report.

How will the success of the project be evaluated?
Feedback on response to event and potential sign up to the sub groups

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WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START:	END:
Month & Year:	**Month & Year:**
July 2026	**July 2026**

Procedure for ACE Projects

In the first instance, members are required to complete this Project Form, giving an outline of what the project involves and an approximate cost.   This will be considered by ACE, and if it is supported, it will receive approval ‘in principle’, and will be able to progress to the next stage.

Members are then required to provide more details of the project, including plans, maps, drawings and work programmes.

The full proposal will be considered at an ACE Meeting and if necessary the following Town Council Meeting. If the project gains full approval, it will be managed by the relevant sub-group with regular reports to ACE.

Please complete this form and send to the Town Clerk (townclerk@aylsham-tc.gov.uk) at least one week prior to the ACE meeting at which it will be considered.

Submitted by…………………………………………….

Date………………………………………..

AYLSHAM TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD AT THE TOWN HALL ON THURSDAY 11th June 2026 AT 10am

PRESENT:	Kay Montandon	Mary Evans
	David Anderson	Patrick Prekopp

Also in attendance:
Harry Clark, Deputy Clerk to Aylsham Town Council

It was **agreed** the David Anderson should chair this meeting.

1. **To Receive Apologies for Absence**
   Apologies were received from Catherine Fletcher and Trevor Bennett.

2. **To Receive any Declarations of Interest and Requests for Dispensation**
   None raised.

3. **To Agree the Minutes of the 11th June 2026**
   The Minutes of the meeting held on 11th June 2026 were ***agreed*** by the committee and signed as a true and accurate record by the meeting Chair.

4. **To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
   No matters raised.

5. **To Receive Updates on Existing Applications**
   Updates to previous applications under consideration by Broadland District Council were noted follows:

Reference	Address	Details	ATC	Status
2025/2418	*Barclays Bank 1-2 Market Place NR11 6EW*	Conversion of former Barclays Bank to part residential (11 Units)	Aylsham Town Council is broadly supportive of additional housing in the town centre, although would query why there is no affordable provision. Clarification is sought on the central building in the existing layout plan marked up as 'private dwellings, three storey brick	Pending

			construction'. This building is believed to be in the same ownership as the development site, although hasn't been marked up as such. Rather than private dwellings its existing usage is that of a barn construction. The town council would like to see this building forming part of a s106 agreement for community use.	
2025/2418	*Barclays Bank 1-2 Market Place*	Conversion of former Barclays Bank to part residential (9 Units - Use Class C3) with retention of part of ground floor for continued Commercial, Business and Service use (Use Class E)) **Amended application Change of description and amended plans (now 9 residential units)**	Objection to this revised application. The plans still remain factually incorrect despite the Town Council raising this in the previous response. The building to the west of the commercial car park is not 'private housing' as detailed in the plans. This is a barn used for storage. This plan needs to be corrected, or clarified as to whether this is part of the proposal for private housing. The Town Council also supports the response from Anglian Water. The Town Council notes the reduction of residential dwellings from 11 to 9, which would reduce the s106 obligations of the applicant. Should the LPA be minded to grant permission, the town council would request a condition to safeguard against piecemeal development, in that should any additional building in the control of the applicant/developer (a blue line plan has not been submitted) be converted to a C3 dwelling, this should be classed as cumulative to this application and so subject to s106 obligations as a 10+ dwelling development. This	Pending

			would include the storage barn and the conversion of any of the three proposed commercial units to residential use	
[2026/0406]()	*Land Adj. former Aylsham Lodge Hotel*	Transport Hub, car parking and cycle parking. Covered parking in some areas with solar panels.	As this is the Town Council's application, no comment will be made. It was noted that an amended application will be forthcoming with the addition of the substation.	Approval with Conditions
[2025/4001]()	*Land North of Aylsham Road*	Retention of existing tarmac bell mouth on Heydon Road created by RWE for the Norfolk Vanguard Offshore Wind Farm Project (**additional information supplied**)	There is nothing in the additional information to mitigate the original objection of the Town Council. The council continues to object to the application on the grounds of lost agricultural land and ecology. Assurance of reversion to the original condition prior to operations was given, and the town council would like to see this adhered to. In addition to this, the council supports the comments of the highways officer consulted with regards to the suitability of the bell mouth on this road, without appropriate traffic management.	Pending
[2026/0768]()	*2 Jegon Close, NR11 6JP*	Single storey side and front extensions. Side carport and a garage replacement at the rear.	No objections	Approval with Conditions
[2024/0791]()	*St Michael's Church*	Rebuild part of churchyard boundary wall (Amended application)	The committee declined to make a comment as this was the Town Council's application.	Pending
[2026/0928]()	*Hungate Lodge, Hungate Street, NR11 6JZ*	change of surface material (retrospective) of permission 20181340 (which consented to Variation of Condition 2 of Previous	No objections	Approval with Conditions

		Permission 20142017 (Approved Plans) - Revised Phasing Plan, Reduce Plot Numbers to Eight, Revised Dwelling Details Plots 3, 4, 5, 6, 7 and 8 and Details of Visitor Car Parking Area, Bin Storage Area and Electricity Sub-Station)		
2026/0920	*Various*	Plaques for Heritage Snail Trail (Listed building permissions)	The committee declined to make a comment as this was the Town Council's application.	Approval with Conditions
2026/0922	*Land south of church farm cottages, Banningham Road,*	To erect a new agricultural storage building	No objections	Pending
2026/1077	*12 Clover Road*	Extensions and modifications works	No objections	Approval with Conditions
2026/1216	*16 Forster Way*	Single-storey rear and side extensions	The committee declined to make a comment as this was the Town Council's application.	Approval with Conditions
2026/1171	*12 Hungate Street, NR11 6AA*	External fabric repairs and redecoration, installation of secondary glazing and installation of a new a/c condenser. (**Full Planning Application**)	No objections	Pending
2026/1172	*12 Hungate Street, NR11 6AA*	External fabric repairs and redecoration, installation of secondary glazing and installation of a new a/c condenser. **(Listed Building Application)**	No objections	Pending
2026/1200	*Bure Valley Meadow Burgh Road Aylsham Norfolk*	Change of use from leisure (campsite) to residential. Installation of new	The committee objects to the application as it goes against the Aylsham Neighbourhood plan and is outside the settlement boundary	Pending

		hardstanding to accommodate a static caravan, and associated external works		
2026/1118	*17 Sir Williams Close Aylsham Norfolk NR11 6AP*	Proposed single storey rear extension and conversion of garage to gym and storage room, with two roof windows in west elevation.	No objections	Pending
2026/0911	*Land At Orchard Lane Orchard Lane Aylsham Norfolk*	Erection of a foodstore with associated vehicle access, car parking, landscaping, engineering and drainage works. (LIDL)	The planning committee objects to the application on the grounds that the application is not in accordance with the Great Norwich Local Plan, it is counter to Aylsham Neighbourhood plan and it is outside of the settlement boundary	Pending
2026/1330	*Woodgate Farmhouse Woodgate Aylsham Norfolk NR11 6UJ*	Variation of approved Listed Building Consent 2025/3533 for minor amendments to rooflights on main roof, including an increase in size (no change to number or position)	No Objections	Approval with Conditions
2026/1361	*29 Buckenham Road Aylsham Norfolk NR11 6GB*	Rear Single-Storey Extension	No Objections	Pending
2026/1228	*33 Cawston Road Aylsham Norfolk NR11 6EB*	Change of use from Class C3 dwelling house to holiday let	The committee supports the comments made by the Environmental officers' comments	Pending
2026/1323	*3 Purdy Way Aylsham Norfolk NR11 6DH*	Single-storey front extension to create sunroom/entrance, with lobby/porch to side.	No objections	Pending

2026/1374	*The Beeches 54 Holman Road Aylsham Norfolk NR11 6BZ*	One door opening enlargement, two new doors and new roof windows.	No objections	Pending

6. To Consider Response to the Local Planning Authority on New Applications

The following were considered by the committee:

Reference	*Address*	*Details*	*Committee Decision*
2026/1406	57 Stuart Road Aylsham Norfolk NR11 6HW	Changing a flat garage roof to pitched & tiled	No objections.
2026/1617	*17 Liz Jones Way Aylsham Norfolk NR11 6FL*	Erection of single storey rear extension	No objections
2026/1708	*12 - 13 Market Place Aylsham Norfolk NR11 6EH*	Advertisement to front of building comprising Foamex letters, Foamex hanging sign, and vinyl stickers to window.	The committee objects to the use of vinyl stickers as it is not in keeping wit the aesthetics of the town should not be placed on grade 2 building.
2026/1391	*Verge At The Intersection Of Aylsham Bypass And Burgh Road Aylsham Norfolk*	The construction and operation of a micro battery storage project	The committee objected to the application as the visibility of the application, the noise pollution it would generate, the risk of fire it presents, not in keeping with the neighbourhood plan and the visual impact on new development

7. To Consider Responses to the Local Planning Authority on Applications Received Since the Agenda was Issued.

No applications received since agenda was issued.

8. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

There was no update for the Norwich Road Site.

b. Burgh Road Site.

There was no update for the Burgh Road Site.

9. To Receive any Update to 2026/0282 – Construct an Anaerobic Digestion (AD) plant, with landscaping, drainage and associated development, infrastructure and

works (Oulton Parish)
There is no update to this item

10. **To Receive Update on the Greater Norwich Local Plan**
The committee noted the published local plan timetable and notice of intention.

11. **To Receive Update on the Neighbourhood Plan**
The committee noted the minutes from 25/06/2026 of the Neighbourhood Plan Steering Group and the call for sites.

12. **To Receive Update on Community Resilience Planning**
There was no update to this item.

13. **To Note Items for Information or Future Agendas**
No matters raised.

14. **To Confirm the Next Meeting as Thursday 13th August 2026, 10am in the Town Hall**
This was ***agreed***.

15. **To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 17 in View of the Confidential Nature of the Business to be Transacted.** The Local Planning Authority advises that enforcement reports are for the information of the Town Council and should not be passed on, shared or published in any way. It was ***agreed*** to close the meeting to the press and public.

The Meeting was Closed to the Press and Public

16. **To Note Planning Enforcement Cases from the Local Planning Authority**
There were no planning enforcement cases for Aylsham to circulated and was ***noted***.

There being no further business the meeting was closed at 10.45am

Signed________________________________ Date______________________________

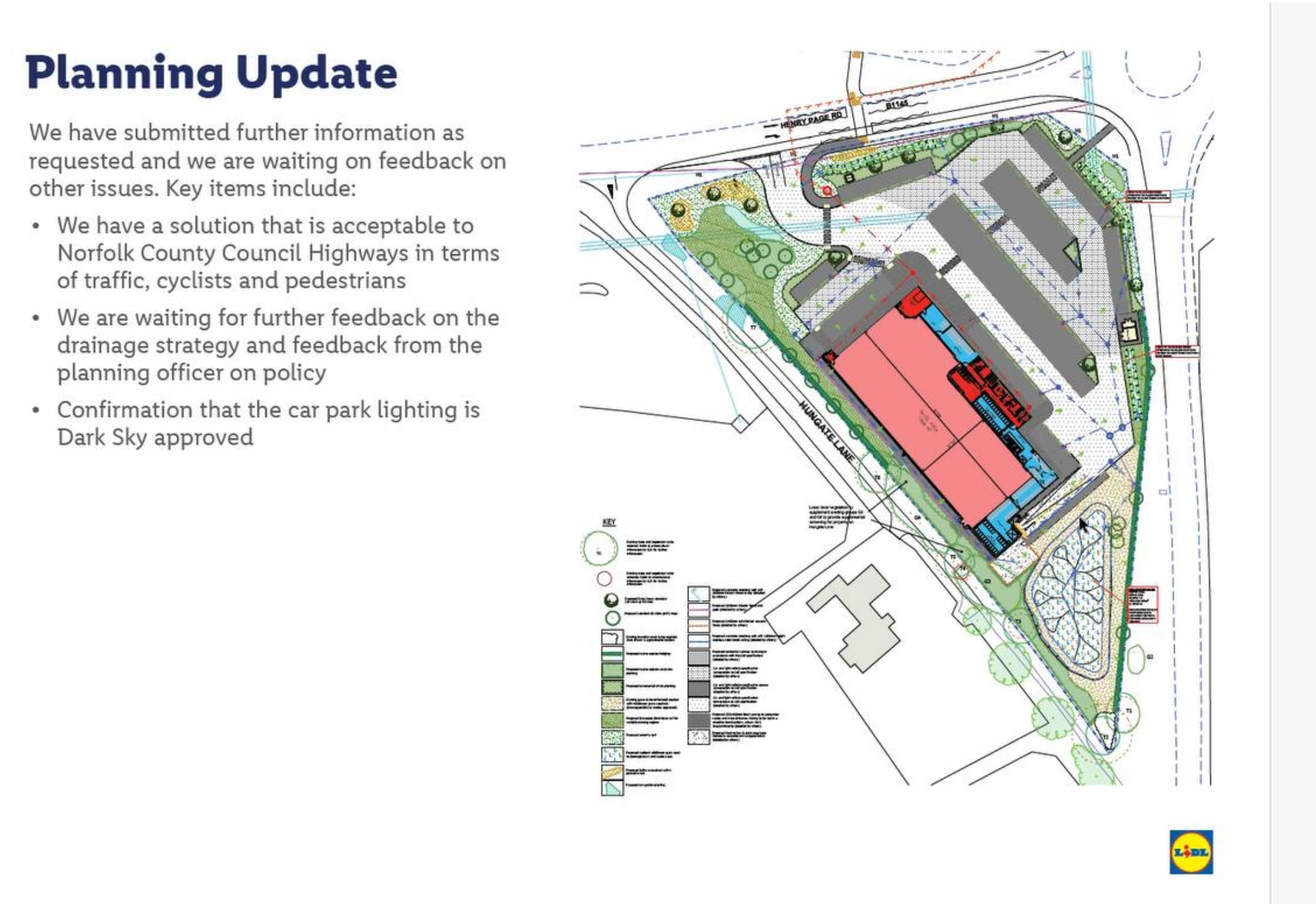
Meeting of Aylsham Town Council

5th August 2026

Item 14b (i) – Receive Update on Meeting with Lidl

An update meeting was held with Lidl on 28th July to discuss amendments to their application as a result of consultation feedback.

Highway changes have been made as follows:



It was confirmed that the attenuation basin to the south of the site will prevent any further development in this area.

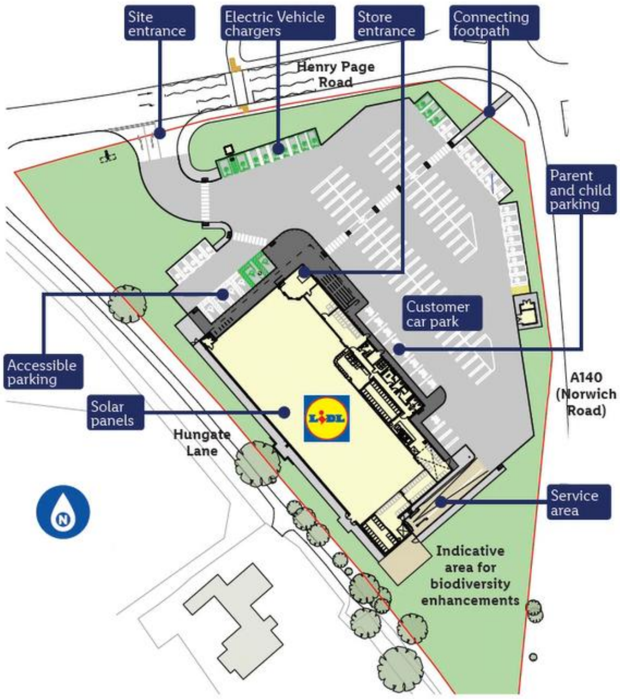
What's changed?

Since we last met we have sought to address comments raised and:

- Improved pedestrian accessibility and safety and the inclusion of a pedestrian crossing over Henry Page Road
- Moved the site access junction further away from the roundabout
- Relocated the store building within the site
- Provided carefully designed Biodiversity Net Gain areas and significant landscape proposals

Further amends have been made since the application was submitted in response to officer and consultee feedback, including:

- Providing a 2.4 metre acoustic fence and more landscaping to further screen the residential property on Hungate Lane
- Updated elevations to include alternative building materials and a render colour following comments from the Design Officer



The planning committee will discuss this in further detail on 13th August and feedback to Lidl in writing. Information on the proposed Neighbourhood Plan design code will be sent to Lidl so that improvements can be made to native hedging to ensure it is more climate resilient.

The committee will also discuss any community benefits that Lidl could consider and work into their planning application, linking in to the capital projects that the Town Council has.

Department for Culture, Media and Sport
1st Floor
100 Parliament Street
London
SW1A 2BQ

09 July 2026

Dear Aylsham,

Unfortunately, on this occasion, **your application has not been selected for the shortlist.** This was an extremely difficult decision to make, as we received 398 applications and the panel selected 15 for the shortlist.

Although you may be disappointed that your application has not been selected, we hope you will regard your participation as a part of a continuing journey rather than a single outcome. The work you and your communities have undertaken has value, and we encourage you to continue building on that work.

UK Town of Culture was launched as an opportunity for places and communities to use culture and creativity to tell their story and why they are proud of their community, but its purpose extends beyond selecting a single winning town. It exists to celebrate the significant contributions of towns to our national story, and every application contributes to that crucial purpose.

The independent expert advisory panel and I have been overwhelmed by the response to this inaugural competition, and we have had the privilege of reviewing an exceptionally strong and diverse range of applications. We conducted an initial sift on the “Your Story” criterion, before assessing applications against the remaining criteria.

On behalf of the panel, I would like to thank you for entering the inaugural UK Town of Culture 2028 competition. We appreciate the care and commitment reflected both in your decision to apply and the application itself.

It is only through the willingness of towns and their communities to share their stories that the UK Town of Culture can fulfil its purpose. We hope the process has proved worthwhile, and we look forward to seeing how you take this experience forward in the future. The programme team will contact you with more information on how we can provide further support and guidance.

With best wishes,

Sir Phil Redmond CBE
UK Town of Culture Chair

MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 21st July 2026 AT 11am.

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
Mo Anderson-Dungar – Cittaslow UK and Aylsham Country Markets
Kevin Cunnane – Aylsham Town Council
Giles Margarson - Aylsham Community Partnership
Wendy Sadler – Aylsham in Bloom
Jean St Clair – U3A
Mike Downes – Aylsham Rotary Club
David Anderson – Aylsham Town Council

Also in Attendance: Harry Clark, Deputy Town Clerk – Aylsham Town Council.

1. **To Receive Apologies for Absence**
Apologies were received from Graham Peers.

2. **To Receive Declarations of Interest and Requests for Dispensation**
None raised.

3. **To Agree the Minutes of the Cittaslow Aylsham Committee held on 16th June 2026**
The minutes from the meeting held on the 16th June 2026 had been circulated. These were ***agreed*** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. **To Note any Matters Arising from the Minutes, not Listed Elsewhere on the Agenda**
No matters raised.

5. **Adjournment of the Meeting to Allow Members of the Public to Speak**
No members of the public in attendance.

6. **To Receive reports from Cittaslow UK and Cittaslow internation and Receive notification of Cittaslow UK meeting**.

Verbal reports were received from Mo and It was ***noted*** Cittaslow UK had their meeting on 6th July 2026 Postponed to 5th August 2026, additionally added that Mold has now left the Cittaslow movement. Mo continued that the Cittaslow International shall be holding Cittaslow Sunday on September 27th, 2026, and the next Fall Coordinating Committee meeting is scheduled for November 7th, 2026, in Clervaux, Luxembourg.

7. To Receive Market Updates

a) Food and Craft Market

A written report was provided, and an update was given to the committee.

b) General Markets on Monday and Friday

A written report was provided, an update was given to the committee.

c) Country Markets

Mo reported that Food productions had recently been tricky due to the hot weather of late and ACE recycling bins have still been going well. Mo Continued to state they have said farewell to Debbie and mother with gifts and cards given in thanks for their many years of contributions.

8. Visit Aylsham.

a) To receive update on Heritage Snail Trail

Patrick reported that 30 names were entered for naming of the snail and the name has be announced at the unveiling on 1st of August 2026 and that more plaques are to be put up around the centre of Town which shall be done closer to the 1st August 2026.

b) To receive update on Entertainment at the Food and Craft Markets

Nothing to update.

c) To receive update on Visit Aylsham website

Patrick updated that the website is progression and is live, he continues to encourage people to sign up to the newsletter and for people to email in with their news to add to the website and newsletter.

9. Town of Culture

It was noted that Aylsham was not shorted listed for the Town of Culture competition.

10. To consider Town Tent at the Aylsham Show and groups to form part thereof.

Patrick informed the committee that he has spoken to David Hitcham, stating that the Town Tent will not be attending the Aylsham Show, however requested that the committee is invited to take part in the Aylsham Show 2027.

11. To Note the Minutes from the Aylsham Climate Emergency Working Group (6th July 2026)

The minutes were noted by the committee.

12. To Note the Minutes from the Aylsham Community Events Committee ()
No minutes available for the meeting.

13. To Receive the Following Group Reports

a) Slow Food Aylsham
Patrick reported that the international street food fair was generally considered a success, had a great turnout on a warm sunny day. Food festival preparation for October is underway with menu and entertainment confirmed. Invitations have been sent to traders for Saturday market and volunteers being sought for the Sunday brunch.

b) Aylsham High School
No update for Aylsham High School.

c) Aylsham in Bloom
Wendy reported on the success of the open garden weekend, charities benefited from the funds the event generated, and other individual gardeners also raised funds through refreshments, crafts and plant sales for their own individual charities.

d) Aylsham Business Consortium (ABC)
No report available.

e) Aylsham Parish Church
No report available

f) Aylsham Rotary Club
Mike gave verbal report on the Annual Presidential.

g) Aylsham U3A
Jean reported that the AGM was postponed due to the heat and shall be held in August 2026. Jean continued to give updates on recent events and events in the future.

h) Aylsham WI
Mo gave a verbal report on the WI's 104th birthday celebration, and it was well attended with entertainment from the U3A Ukulele band, Mo continued to give up on trips and events that occurred recently and for the future.

14. To Note any Items for the Next Agenda
None from this meeting.

15. To Agree the Date of the next Meeting
This was agreed as Tuesday 18th September 2026, 11am at the Drill Hall.

There being no further business the meeting was closed at 11.56am

Signed___________________________(Chairman) Date_____________________________

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE DRILL HALL ON WEDNESDAY 22nd JULY 2026 AT 11.15am

PRESENT:

Kay Montandon (Chair)	David Anderson	Trevor Bennett
Mitchell Philpott	Patrick Prekopp	

Also in attendance: Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

1. **To Receive Apologies for Absence**
   Apologies were received from Catherine Fletcher, Mary Evans and Michael Goodwin.

2. **To Receive any Declarations of Interest or Requests for Dispensation**
   None raised.

3. **To Agree Minutes from the Meeting of 24th June 2026**
   The minutes of the meeting of 24th June 2026 were ***agreed*** by the committee and signed as a true and accurate record by the Chair.

4. **To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
   No matters raised.

5. **To Note Staff Training Courses and Options**
   Fire Marshal and Emergency First Aid at Work courses have been budgeted for. It is more cost effective to book a group course than to have all staff attend individually, which would mean four extra places to be filled on each course. It was ***agreed*** to offer those places to councillors who may require the training, such as those involved in events.

6. **Exclusion of the Press and Public**
   It was ***agreed*** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for the duration of items 7 to 9, in view of the confidential nature of the business to be transacted.

   The meeting was closed to the press and public

7. **To Consider Options for Additional Security Measures for Staff / Lone Working**
   It was ***agreed*** that with the new IT rollout, out of hours work can be programmed monthly in advance in the outlook calendar, so that managers are aware of the work patterns.
   A proposal was put forward for electronic lone working devices linked to an external monitoring centre. The committee ***agreed*** to this in principle, subject to fine tuning of the proposal to ensure that it was suitable for all members of staff requiring the service. This will be put to full council for budgetary consideration.

8. **Public Conveniences**

a) **To Receive Update on Roles for Cleaner of Public Conveniences and any Further Actions**
   The committee was updated on the full council decision of 22nd June whereby the contractors for the works had given notice. To keep to the council's allocated budget the second contractor on the list would be approached and should this contractor decline, then the Town Council will offer multiple roles for direct employment. The contractor second on the list, whilst showing initial interest, was now not responding to correspondence, therefore the positions for direct employment had been advertised. The application period ends on 3rd August. It was ***agreed*** that Kay Montandon, Mitchell Philpott and David Anderson would interview, with Gavin Watson in support. This would be on Friday 7th August commencing at 2pm.

b) **To Consider Options for Opening of Public Conveniences**
   To ensure that all workers have their entitlement to 24 hours rest in any 7 day period, it was ***agreed*** that alternative arrangements would be put in place for opening of the public conveniences on a Wednesday.

9. **To Consider Adoption of Staff Handbook**
   A draft document had been circulated to members for consideration, based on the policies adopted in previous meetings. The staff handbook was ***agreed*** and will be distributed to staff.
   It was noted that some of the adopted policies would require review as a result of recent government changes in legislation.

   The meeting was reopened to the press and public

10. **To Note Items for Information and Inclusion in a Future Agenda**
    Appointment of public convenience cleaner(s)
    Review of staffing policies impacted by changes in government legislation

11. **Date of Next Meeting**
    Monday 10th August 10am – to appoint cleaner(s) for the public conveniences
    Wednesday 9th September 11.15am – policy review
    The Clerk will advise the locations for these meetings.
    There being no further business to conduct the meeting was closed at 12.15pm

Signed________________________________ Date______________________________

Meeting of Aylsham Town Council - 5th August 2026

Item 13 e (ii) – Staffing

To Consider Requirement for Safety Monitoring of Lone Workers and Agree Associated Budget

The Staffing Committee considered the increased risk to those members of staff who are lone working. The device being recommended to support this is a safepoint standalone device with fall alarm.

https://www.safepointapp.com/store/lone-worker-device-with-sim

Features of this are:

- Multi-network SIM card for coverage
- Multiple emergency alerts and two-way calls
- 24/7 monitoring from ADT. When an alarm is raised, controllers can monitor live audio and GPS data to initiate a prioritised emergency response or follow the Town Council's cascade instructions
- Completely BS8484 (provision of lone worker service Code of Practice) compliant
- Waterproof (Up to one metre)

For five devices (street cleaner, groundsman, cleaner, 2no. facilities (sharing) and 2no. public convenience cleaners (sharing) the cost would be:

One off costs

Set up cost	5 x £55	£275
Belt Buckles	7 x £7.99	£55.93
TOTAL		**£330.93**

Monthly Costs

Monitoring	5 x £14.99	£74.95
Fall alarm	5 x £0.99	£4.95
TOTAL		**£79.90 (£958.80 per annum)**

This is based upon a 3 year contract

The cost for 2026/2027 (£890.23 – set up cost + 7 months monitoring) has not been budgeted for. However, funds can be allocated as follows:

Staffing budget 26/27	£408,998.95
less Exp as at 28th July 26	£119,816.86
Less anticipated 3.3% uplift to Jul26	£3,953.96
Less Aug – Mar at uplifted rate	£265,606.45
Less contractor (July – Mar)	£7,354.44
Remainder	**£12,267.24**

The Clerk is recommending this to the council, subject to taking up the free trial and agreeing with the maintenance manager this would provide protection for the team. The cost would be taken from the Staffing Budget (vire £890.23 from Staffing to Staff PPE)

AYLSHAM
TOWN COUNCIL

MINUTES OF THE MEETING OF THE PROPERTY COMMITTEE HELD AT THE DRILL HALL ON TUESDAY 7th July 2026 AT 2PM

PRESENT: Kevin Cunnane, Mary Evans, David Anderson, Jon Minns, Kay Montandon

Also in Attendance: Harry Clark Deputy Clerk to Aylsham Town Council and Gavin Watson, Maintenance Manager.

It was ***agreed*** that Kevin Cunnane should Chair for the meeting.

1. **To Receive Apologies for Absence**
   Apologies were received from Trevor Bennett.

2. **To Receive any Declarations of Interest and Request for Dispensation**
   Kay Montandon declares interest in Dance Group lease, property forward maintenance lease on 23 Market Square.

3. **To Agree the Minutes of the Meeting of 2nd June 2026**
   The minutes from the previous meeting held on the 2th June 2026 had been circulated. These were ***agreed*** by the committee as a true and accurate record of the meeting subject to the change that Cllr David Anderson was in attendance and were signed by the Chairman.

4. **Matters Arising from the Previous Meeting, not forming part of the agenda**
   No matters raised.

5. **To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
   No members of the public in attendance. No matters raised.

6. **To Receive Update on Town Hall Window Replacement**
   The committee discussed that Advanced Joinery had been back to any works that were required, aesthetics will be the same, LBC still needed.

7. **To Receive Update on Lease Renewal Negotiations of 23 Market Place**
   The result of the review is awaited.

8. **To Receive Update on Property Forward Maintenance Plan Project**
   Item is deferred to next meeting.

9. **To Receive Update on Town Hall Roof Repair**
   The committee discussed the repairs and awaiting slated to be delivered, no water has come into the property so far. The committee continue that the clock has been isolated for electrical safety and will be reconnected after work has been completed.

   To Receive Update on Town Hall Boiler Replacement

   The Maintenance Manger contacted Thermal who could install two wall mounted boilers and the Flue lines. He advised they will come back with a price.

10. **To Agree Project(s) for Assistance with Probation Service**
    The Probation Service manager has been away, awaiting her return for update.

11. **To Receive Update on Drill Hall Licenses**
    The boxing club is content with the new licence and has only requested that it be made out in the name of the Boxing Club and not the individual. The Town Council's solicitor is checking this to ensure the Boxing Club is a valid legal entity.

    The Town Council's solicitor is also reviewing the Dance School's request for better longevity of the licence and whether this can be made into a rolling licence without creating a lease.

12. **To Note Items for Information or for Inclusion in Future Agendas**
    Roll current items forwards
    RoSPA reports

14. **To Confirm Date and Time of Next Meeting**
    Tuesday 18th August 2026 at 2pm at the Drill Hall

There being no further business the meeting was closed at 3.00pm

Signed____________________________(Chairman) Date________________________

AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 15TH JULY at 2:00pm

PRESENT:

Kay Montandon	-	Aylsham Town Council Chair
Patrick Prekopp	-	Councillor
David Anderson	-	Councillor
Kevin Cunane	-	Councillor
Caron Lawrence	-	Aylsham Business Consortium
Giles Margarson	-	Town Resident
Harry Clark	-	Deputy Clerk

1. WELCOME INTRODUCTIONS & APOLOGIES

In the absence of Cheryl Bould, Kay Montandon agreed to chair the meeting. No apologies received.

2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 20th MAY 2026

The minutes of the meeting held on Wednesday 20th May 2026, as previously circulated were then ***confirmed*** and signed.

4. INFORMATION ON MATTERS ARISING

None raised.

5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

None present.

6. TO RECEIVE AN EVENT REPORT FOR THE STREET FOOD FESTIVAL

Patrick reported that from 13 vendors booked for the event, 9 attended. With a good mix of food, the vendors' feedback was positive and they would be happy to return next year. Patrick and Giles suggested that a 'horseshoe' shaped layout of the stalls might suit better. There was an issue with three cars being parked in the market place, which hindered the original plan slightly. There was some confusion over the road closure for the event, with Sanders thinking that there was no access to busses through the market place. Donna confirmed that the road closure application requested for **only** the parking spaces to be closed off not the through road. Kay suggested Faye and/or Harry contact Highways to ask what their procedure is and to prevent this misunderstanding happening again. It was agreed that there must be a more structured plan in place for next year regarding event management. Harry to raise invoice for Slow Food for income received.

7. TO RECEIVE AN UPDATE FOR THE STREET PARTY

Donna informed the committee that there are currently 571 places booked for the event. The road closure for the Market Place and Red Lion Street has been submitted. Tables and chairs have been secured from Aylsham High School. EMP and risk assessment will be produced ready for the next meeting.

8. TO RECEIVE ANY UPDATES FROM THE ABC GROUP

No updates

9. TO RECEIVE ANY UPDATE FROM THE VISIT AYLSHAM GROUP

Patrick confirmed that the committee had agreed on a name for the snail from the competition entrants. Advertising for the unveiling of the snail will begin with a piece within the Council page in Just Aylsham.

10. TO DISCUSS APPLICATION FOR A PITCH AT THE 2027 AYLSHAM SHOW

It was agreed that the planning for the town tent at next year's Aylsham Show should be organised by the events committee. Patrick to contact David Hitcham and advise him to include Donna in any correspondence regarding applications for 2027.

11. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING

Healthy Town

11. TO AGREE DATE OF NEXT MEETING

Wednesday 19th August at 2pm.

12. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 3pm.

Meeting of Aylsham Town Council 5th August 2026

Item 15a – Town Council Standard Email Disclaimer

For Consideration:

Cllr Name (and position)
Aylsham Town Council
Town Hall, Market Place, Aylsham, NR11 6EL

This email, including any attachments, is intended solely for the use of the individual or organisation to whom it is addressed and may contain confidential or legally privileged information. If you are not the intended recipient, you must not copy, distribute, disclose or use the information contained in this email. If you have received this email in error, please notify the sender immediately and delete it from your system.

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Aylsham Town Council processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. For information about how we collect, use and protect personal information, please refer to our Privacy Notice available on our website.

Visit Aylsham

cittaslow Aylsham

We are a Mindful Town

ARMED FORCES COVENANT

PROUDLY SUPPORTING THOSE WHO SERVE.

AYLSHAM TOWN COUNCIL PRIVACY NOTICE

When you contact us:

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be accessed by any other third party with the exception of those authorised in the course of our business, such as for accounting, auditing or IT purposes. Data will also be passed to external bodies in accordance with the law, such as a request from the police or insurance provider. Your personal data will never be sold.

The council's right to process information

General Data Protection Regulation Article 6 (1) (a) (b) and (e)

- processing is with consent of the data subject or
- processing is necessary for compliance with a legal obligation or
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information security

Aylsham Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Aylsham Town Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: (The Town Clerk on 01263 733354 or townclerk@aylsham-tc.gov.uk)

Information correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Town Clerk on 01263 733354 or townclerk@aylsham-tc.gov.uk to request this.

Information deletion

If you wish Aylsham Town Council to delete the information about you please contact the Town Clerk on 01263 733354 or townclerk@aylsham-tc.gov.uk to request this.

Right to object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk on 01263 733354 or townclerk@aylsham-tc.gov.uk to object.

Rights related to automated decision-making and profiling

Aylsham Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information, and service provision. We do not use profiling; we do not sell your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review our privacy policies to keep them up to date in protecting your data (you can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Town Clerk on 01263 733354 or townclerk@aylsham-tc.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Faye Lebon

From: Norfolk Parish Training and Support <team@norfolkpts.org>
Sent: 17 July 2026 16:13
To: Faye Lebon
Subject: Autumn Seminar

View this email in your browser

NORFOLK PARISH
TRAINING & SUPPORT

Announcing our Autumn Seminar!

Our seminars provide the perfect opportunity to update yourself on topics relevant to parish and town councils and network with clerks, councillors and professionals from the sector.
We also provide a rather nice buffet lunch!

Thursday 1 October 2026

Queen's Hills Community Centre, Costessey near Norwich

10am - 3pm

Fee: £56 subscribers | £70 non-subscribers (includes refreshments and lunch)

What can you expect?

We have booked a range of guest speakers who will bring with them knowledge and experience in their subject area. Delegates will have the chance to ask them questions and 'in person' delegates will be able to take part in topical breakout sessions.

What we've got booked so far:

MAIN SPEAKERS

Laura Apps-Green & Sara Campbell, Norfolk PTS

Elections May 2027 – are you prepared?

This session will encourage you to look ahead to the May 2027 parish council elections, consider the steps you can take now to prepare, and understand the practical and legal implications of the election process for your council.

Rob Walker - Deputy Chief Executive and Monitoring Officer at Breckland District Council

Behind the Complaint: A Monitoring Officer's Role in Conduct and Grievance Investigations

Exploring how complaints are assessed, investigated, and resolved while maintaining fairness, transparency, and good governance.
Rob has 25 years' experience working in the public and charity sectors predominantly across the East of England. Significant local government experience in Norfolk and Lincolnshire at a strategic level with responsibility for a range of functions including Democratic Services and Elections. He has also held the statutory roles of Returning Officer and Monitoring Officer.

Clare Fiander and Ollie Brice, Community Action Norfolk

Martyn's Law and how it will impact you

The Terrorism (Protection of Premises) Act 2025, more commonly known as **Martyn's Law**, will introduce new duties for those responsible for publicly accessible premises and is expected to come into force in **spring 2027**. This practical session will explain what the legislation means for parish and town councils, village halls, community centres and other community buildings, including who it applies to and the proportionate measures expected to improve preparedness for a terrorist incident.

Whether you are responsible for a village hall, community building or local events, this session will provide a clear understanding of the new legal requirements and help ensure you are well prepared ahead of the legislation coming into force.

Local Government Reorganisation

Local Government Reorganisation is set to bring the biggest changes to local government in a generation. A member of the county and district councils' team leading the reorganisation programme will provide the latest update on progress, explain the proposed changes, outline the expected timescales, and explore what the new structures could mean for Parish and Town Councils. The session will consider the opportunities, challenges and potential implications for the sector, helping councils prepare for the changes ahead.

Richard Hunter & Paul Appleyard, National Probation Service

This will cover the basics of what Unpaid Work is and who we operate in Norfolk.

- Where we work,
- what work we can do and what work we are unable to do,
- what we need to be able to undertake work

- and details about some of the benefits to local communities.

There will also be a selection of before and after photo’s of recent work and a Q&A.

AFTERNOON BREAK-OUT SESSIONS

Break-out sessions, there will be an opportunity for delegates to sign up for two of the following:

- Q&A with Rob Walker
- Cemetery Management – Oliver Thompson ICCM
- Parish Online mapping, websites & email services – Chris Mewse
- Cemetery & Closed Churchyard Q&A – *Alan Fairchild*
- Investment Opportunities – *Mark Davies, CCLA*
- Village Hall, Charity & Martyn’s Law Q&A – *Clare Fiander, Community Action Norfolk*
- Rural Housing Q&A – Ollie Brice, Community Action Norfolk
- Planning Q&A – *David Fowler* – emailed 15/7 JK
- Scribe Accounting – *India Greenwood & Nathan Foster*
- Cloudy IT – Q&A

Book Now

Our mailing address is:
Norfolk PTS

Faye Lebon

From:	EA - AO Employer Engagement 3 (Tracey Irish) <ea-empspasst3@rfca.mod.uk>
Sent:	23 July 2026 10:33
To:	Faye Lebon
Subject:	Norfolk Employer Engagement Breakfast

You don't often get email from ea-empspasst3@rfca.mod.uk. Learn why this is important

Ministry of Defence

Sarah Thompson
East Anglia RFCA
250 Springfield Road
Chelmsford
Essex
CM2 6BU
Tel: 01245 245593
Mob: 07802484731
Email: ea-drm2@rfca.mod.uk

Faye LeBon
Aylsham Town Council
By email: townclerk@aylsham-tc.gov.uk

Dear Faye,

RE: An Invitation to Norfolk Cadet Forces Employer Engagement Breakfast – Wednesday 16th September 2026

On behalf of Lt Col David G. A. Landon, Commanding Officer, 1st The Queen's Dragoon Guards, I have pleasure in inviting you to join us for an Employer Engagement Breakfast at Robertson Barracks, Swanton Morley, Norfolk, NR20 4TX on 16 September.

Following a welcome by HM Lord-Lieutenant of Norfolk and breakfast, you will hear from the Norfolk Cadet Force Contingent and experience an equipment demo.

The event will offer an insight as to how you as an employer might be able to support our cadet forces in line with the Defence Employer Recognition Scheme award criteria.

The event will begin at 0700hrs with coffee and registration followed by a full English breakfast at 0740hrs. We expect to conclude at 1110hrs, although if you are unable to stay for the full event there will be an opportunity to leave at 0930hrs, after the meal.

I do hope you are able to join us for this engagement event. If so, please complete the RSVP and GDPR consent below as soon as possible so we can plan for your attendance.

Kind regards,

Ministry of Defence

RSVP for the Norfolk Cadet Forces Employer Engagement Breakfast – Wednesday 16th September 2026.

Places are limited and will be allocated on a first come, first served basis. To secure your place please return this RSVP to Tracey Irish at ea-empspasst3@rfca.mod.uk at your earliest convenience.

Please complete either a) or b) or c).

a) I have pleasure in accepting the invitation to the Norfolk Cadet Forces Employer Engagement Breakfast.

Full Name:			
Job Title:			
Organisation:			
Dietary Requirements? If yes, please state:	YES / NO		
Accessibility Requirements? If yes, please state:	YES / NO		
Nationality:			
Vehicle Make:		Vehicle Model:	
Vehicle Colour:		Vehicle Registration:	

b) I will not be able to attend but would like to nominate the following company representative:

Full Name:			
Job Title:			
Email:			
Organisation:			
Dietary Requirements? If yes, please state:	YES / NO		
Accessibility Requirements? If yes, please state:	YES / NO		
Nationality:			
Vehicle Make:		Vehicle Model:	
Vehicle Colour:		Vehicle Registration:	