



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 5th NOVEMBER 2025 at 7pm

PRESENT:

Kay Montandon (Chair)
Gordon Clarke
Catherine Fletcher

Trevor Bennett
Kevin Cunnane
Jon Minns

Tim Briscoe
Mary Evans
Patrick Prekopp

ALSO IN ATTENDANCE:

Sue Catchpole (Broadland District Council), Faye LeBon (Town Clerk), Gavin Watson (Town Council Maintenance Manager) and two members of the public.

1. To Receive Apologies for Absence

Apologies were received from Cheryl Bould, Michael Goodwin and Mitchell Philpott. Apologies were also noted from Steve Riley (Norfolk County Council).

2. To Receive Declarations of Interest and Grant Requests for Dispensation

None raised.

3. To Agree the Minutes of the Meeting held on 1st October 2025

It was **resolved** to accept the Minutes of the Town Council Meeting held 1st October 2025. The Minutes were signed as a true and accurate record by the Chairman.

4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

No matters raised.

5. To Receive Reports from County and District Councillors, and the Police

Sue Catchpole welcomed any queries relating to Broadland District Council. There were no matters raised.

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

A member of the public raised concerns about the lack of footfall to the markets. Having spoken to the traders, the majority felt that this was due to the closure of the banks. They felt the Drill hall was not the ideal location for the hub in replacement for the banks and queried what the Town Council were doing to remedy this. The response was that the Town Council:

- Had enlisted the assistance of Jerome Mayhew MP to lobby for a full banking hub for Aylsham. Unfortunately Aylsham doesn't qualify at present due to the accessibility to cash.
- Were reviewing the traffic strategy to make access to the town centre more attractive.
- Had obtained grants to provide entertainment to six Food and Craft Markets in 2026, and also to provide a permanent heritage 'snail trail' around the town.

The member of the public was invited to join the 'Visit Aylsham' working group where much of the promotion of the town was discussed.

7. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. Queries were raised on the following:

- The reason why the fruit and veg stall did not continue on the market. The response was that inclement weather meant that the stall holder felt that not enough income was received.
- The clerk was thanked for the assistance of the removal of three SORN vehicles from the Buttlands car park.
- The Clerk will clarify the date of the next events meeting.
- Why the H-Bars on Cawston Road had not been completed. It was advised that Norfolk County Council had been unable to complete the works due to cars being parked on the areas which required painting. The Town Council has offered to assist with a mail drop asking residents not to park in specific areas, should Norfolk County Council be able to provide details of when the lining is due to be completed.
- Concerns were raised about the number of SORN cars on Mill Road.

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

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

The following potential capital and CIL projects 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
Resurface/Revise MUGA Car Park	Road Safety at Burgh Road – Zebra Crossing
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Cawston Road H Bars / Cages	Surfacing of Mileham Drive MUGA
Neighbourhood Plan	Surfacing of Mileham Drive Play Area

9. Governance

To appoint member to:

a) Planning Committee

It was **agreed** to appoint Catherine Fletcher and Tim Briscoe to the planning committee.

b) Cittaslow Committee

Cheryl Bould stood down from the Cittaslow Committee. It was **agreed** to defer the appointment of another member.

c) Property Committee

Cheryl Bould stood down from the Property Committee. It was **agreed** to appoint Trevor Bennett.

d) ACE Working Group

Cheryl Bould stood down from the ACE Working Group. It was **agreed** to appoint Kevin Cunnane and Catherine Fletcher.

10. To Consider Requirement to Appoint new Trustee(s) to Queen Elizabeth II Jubilee Trust

The Clerk reported that in accordance with the Trust Deed of the Queen Elizabeth II Jubilee Trust, the Managing Trustees shall be 5 in number of whom at least one shall be a serving Town Councillor and all being resident in the Parish of Aylsham. With Cheryl Bould having stood down, a new Town Councillor is required. It was agreed that Catherine Fletcher would be the Town Council trustee and meetings would be arranged for a Tuesday or Thursday to support this. A further trustee is required. It was suggested that an approach could be made of the school or Youngs Park to fill the final trustee position.

11. Highways

a) To receive report on the Transport Hub

The Clerk reported that the Town Council's consultant is in the process of sourcing details for the overhead solar panels. They are also establishing the cost of the planning application. Of the £10,000 grant received for these works, £2,520.75 remains

b) To receive updates on new bus shelters (Millgate and Gashouse Hill)

Kay Montandon reported that the group had met to discuss some alternatives to the proposal for bus stops in the market square which was put forward by Norfolk County Council and not supported at the last Aylsham Town Council meeting.

Four scenarios were discussed with varying degrees of use of the market square by buses. These are very early ideas and it was agreed that a meeting of expert partners would be reconvened to see whether any of these options would be practical and could be implemented, or if no change should be made.

Following this expert meeting extensive consultation would be carried out with residents should it be decided that a change would be beneficial. Residents would have the chance to discuss and give their views with any proposed options.

Tim Briscoe and Gordon Clarke were thanked for their work on this project to date.

c) To receive updates on new bus shelters (Millgate and Gashouse Hill)

The Clerk advised that the bus shelter at Millgate, purchase under Norfolk County Council's Bus Shelter Improvement Scheme has been installed. The Town Council's application for a new shelter on Gashouse Hill was also successful. Norfolk County Council will be funding £3615.20 of the total cost of £4,519.00. The clerk will follow up with the Norfolk County Council about the groundworks for the Gashouse Hill site.

d) To consider parish partnership project for kerbing at Burgh Road

As The Parish Partnership Scheme is a project run by Norfolk County Council for small scale highway projects. The cost of the project is split on a 50/50 basis between the two authorities.

Following complaints that the verge is being badly eroded opposite 51-57 Burgh Road by vehicle movements, a cost was requested for kerbing this area. Norfolk County Council suggested a budget cost of £30,000 therefore, should the Town Council wish to apply for this work as part of the Parish Partnership Scheme, it would have to budget for £15,000 in 2026/2027. It was **agreed** not to proceed with a parish partnership application for Burgh Road due to cost, uncertainty over ownership (Norfolk County Council or Broadland District Council) and the future plans for Burgh Road. Instead it was **agreed** to apply for a SAM3 sign, to complement the existing SAM2 sign to help the monitoring of traffic speeds in Aylsham.

12. Finance

a) To receive bank Reconciliation to 29th October 2025

The bank reconciliation was **noted**.

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

Catherine Fletcher queried the increase in receipts this year against the budget document. It was advised that the increase was due to CIL payments received. The budget document was **noted**.

c) To agree the detailed payments 25th September to 29th October 2025

The payments were **agreed**.

d) To agree the detailed receipts from 25th September to 29th October 2025

The receipts were **agreed**.

e) To note the schedule of reserves

The Clerk advised that the recent version of the Practitioners' Guide recommended that councils with an annual expenditure over £200,000 should hold approximately 3 months expenditure in general reserves. The level of reserves were **noted**.

f) To receive update from the External Auditor

At the previous meeting it was reported that the External Auditor had brought to the Town Council's attention an 'other matter' regarding a lack of explanation being provided for the difference between the published Public Works Loan Board loan balance as at 31 March 2025 and the figure in Section 2, Box 10. This was challenged by the Town Council. As a result the External Auditor has advised that the 'other matter' raised no longer applies. However, once the original closure report is created it cannot be amended, so subsequent documentation has been provided by the External Auditor to advise of the update, which can be published alongside the original report.

g) To receive report of Community Infrastructure Levy Funds

The Clerk reported that a payment of £29,536.52 had been received from Broadland District Council in relation to Community Infrastructure Levy collected between 1st April and 30th September 2025. This is broken down as follows:

Planning Application	Detail	Amount
20230055	Aylsham Garden Centre	£8,831.36
20222089	Norwich Rd P2/1	£20,705.16

	TOTAL	£29,536.52
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This has been moved into earmarked reserves. The Town Council's CIL balance now stands at:

CIL Received Pre 2025	£31,668.36
CIL Received 25/26	£33,952.20
TOTAL	£65,520.56

The Clerk will establish when the pre-2025 funds require spending.

h) To consider moving of £1,470 from Communications EMR to revenue account to support regular page in Just Aylsham until 31st March 2026

The proposal was **agreed**, to support the ongoing ambition to improve communications with Aylsham residents.

13. To consider project for Town Council/ACE to send out communications to businesses in the town asking for good news stories about how they have implemented Green efficiencies and what future plans they have for more green improvements.

Kay Montandon reported that this project idea was brought about as a result of the ACE brainstorming session held on 25th October. It was **agreed** to proceed with this project. Kay Montandon would be happy to hand deliver the letters, letting other councillors know when they plan to be delivered.

14. To Consider Application to Land Registry to Register the Community Gardens in the name of the Town Council.

The Clerk reported that Aylsham Town Council continues to work with its legal representatives to register land under the Town Council's ownership with Land Registry. The application to register land on Sapwell Close has been sent to Land Registry and draft documentation for the Community Gardens has been produced. However, further assistance is required to make the Town Council's case stronger. It was agreed to ask for the history of the land via facebook or Just Aylsham.

15. To Consider Proposal from Aylsham Archives for the Publishing of a Second Edition of A History of Aylsham

As detailed in the Town Council Minutes of March 1994, the copyright in the original book lies with the council, therefore permission was being sought to publish a second edition. The Town Council **agreed** to this request.

Funding was also sought to assist with the publication. It was **agreed** that, subject to application, 50% of the cost of publishing (£1,300) would be granted in the 26/27 financial year. This would be funded by the recycling credits.

16. To Consider Response to Norfolk County Council's Property Flood Resilience Consultation.

Norfolk County Council has sent a consultation on their existing Property Flood Resilience (PFR) schemes and how Norfolk County Council looks at options to mitigate flood risk. It was noted that David Anderson had previously worked on a project about flood risk in Aylsham. It was **agreed** that Kay Montandon should ask David if he could respond on behalf of the council.

17. Aylsham Recreation Ground

a) To receive update on play equipment purchase

The Clerk reported that Aylsham Recreation Ground had been successful in raising funds, via S106 monies and the Community Grant Scheme, for a new item of play equipment at the Recreation Ground. The order has been placed and it is hoped to have the equipment installed prior to Christmas.

b) To receive update on transfer of services

The Recreation Ground has made progress in sourcing alternative service providers. The grant application has been received and will be considered by the council as part of the budgeting process.

18. To Consider Application for Funding under Broadland District Council's Winter Pressures Grant.

It was **agreed** that Kay Montandon will speak with Broadland District Council's Communities Team to see if this grant would help fund the proposed Cost Saving Seminar (to be discussed under item 20).

19. Armed Forces Covenant

a) To receive update into signing of the Armed Forces Covenant

It was reported that the public signing event on the 1st November was successful and well attended by serving members of the armed forces, veterans and members of the public. During this event, the Aylsham branch of the Royal British Legion presented the Town Council with a Certificate of Appreciation in recognition of the Town Council's outstanding contributions to the values and behaviours of the Royal British Legion, and their exceptional support for the Aylsham Branch of the Royal British Legion.

b) To update on Recruitment of Armed Forces Covenant Champions

It was agreed that the Clerk would formally write to 'Smudge' Smith and Michelle Steadman to ask if they would be the Champions for Aylsham's Armed Forces Covenant.

20. To Consider Proposal for Cost Saving Seminar

Kay Montandon presented a proposal for a seminar focussing on cost saving. In partnership with ACE, the proposal would also involve dispelling the myth that energy efficiency measures are expensive. It was **agreed** that this project should go ahead to support the residents of Aylsham.

21. Committee Reports

a) Aylsham Climate Emergency

i) To receive Minutes of the meeting of 6th October and adopt recommendations made

The minutes were received and recommendations **adopted**.

b) Churchyard Committee

i) To note the Minutes of the Churchyard meeting of 13th October 2025

It was reported that the initial report on the church wall was due to be received this week. The minutes were **noted**.

c) Planning Committee

i) To note the Minutes of the Planning Committee meeting on 13th October 2025

The minutes of the Planning Committee meeting of 13th October 2025 had been circulated and were *noted*.

d) Property Committee

i) To note the minutes of the committee meeting of the 8th October

The minutes of the Property committee meeting of 8th October had been circulated. Queries were raised about the market rates and the enforcement of the market rules. The Clerk advised that the market rules needed to be reviewed. The rules and prices of other market towns had been sought and a report would be produced for the next meeting. The Clerk advised that professional advice had been sought about cemetery procedures and would be reviewing the Town Council's procedures in due course.

e) Christmas Lights Committee

i) To note the Minutes of the meeting of 13th October 2025

The minutes of the Christmas Lights Committee meeting of 13th October 2025 had been circulated and were *noted*.

f) Visit Aylsham Working Group

i) To receive the Minutes of the meeting of 23rd October 2025

Patrick Prekopp raised concerns that the cost of the feature snail would be better spent on other parts of the trail. He also advised that Listed Building Consent would be required to attach features to listed buildings. It is hoped to launch the trail in Easter 2026. Gordon Clarke suggested seeking assistance from the DT department at the high school, and Tim Briscoe suggested seeking sponsorship.

g) Staffing Committee

i) To note the Minutes of the Staffing Committee of 13th and 20th October 2025

The Minutes of the Staffing Committee had been circulated and were *noted*.

ii) To consider amendment of Financial Regulations to allow urgent expenditure in absence of the Clerk

Discussions occurred as to the events that may lead to urgent expenditure and it was agreed that most incidents would involve physical assets of the Town. It was therefore *agreed* that Financial regulation 4 should be amended to:

*Under the Local Government Act 1972 s101, urgent expenditure of up to £2500 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of council services or to public safety on council property. **In absence of the clerk, delegation is passed to the Maintenance Manager.** Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly.*

h) To Receive notes of the Neighbourhood Plan meeting held on 21st October 2025 and agreed associated actions

The notes of the Neighbourhood Plan meeting had been circulated. Kay Montandon advised that the meeting was very productive, with a member of the group attending the Neighbourhood Plan networking meeting arranged by Broadland District Council. At its next meeting, the group will consider what budget it requires for next year.

i) To receive report of the Blickling Stakeholders' Meeting on 22nd October 2025

The minutes of the meeting were circulated. Mary Evans reported that the National Trust has established a good wildlife management plan.

22. To Consider a Councillor Strategy Meeting

It was agreed that this would be useful to discuss the longer term vision for the Town Council. Kay Montandon will discuss dates with councillors.

23. To Note Items for Information or Future Agendas

Car Parking policing/policies	Neighbourhood Plan review
Feedback from Chairs' meeting	Planters for the Market Square

24. To confirm the date of the next meeting as Wednesday 3rd December 2025

This was **agreed**.

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

25. Closure of the Meeting to the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of item 26 due to the confidential nature of the business to be transacted.

26. Staffing

a) To Receive Update on confidential staffing matters

Reports were provided to council on staffing matters that were in the process of being addressed by the Staffing Committee. Historic arrangements for Christmas were discussed and it was **agreed** that all holidays would be in accordance with contracts and other matters would be resolved through PAYE, with a review next year.

b) To Receive Report into correspondence of 9th October

The report was received and **accepted**.

The meeting closed at 9.20pm

Signed _____ Date _____

Item 7

Clerk's Report for the Meeting of 3rd December 2025

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action Condition of windows informally reviewed by the Heritage Officer at Broadland District Council. Awaiting contractor's report on window condition Useful contact at Blickling with regards to maintenance and energy efficiency in a listed building. Clerk to follow up on.
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.
Cemetery Cottage	No matters to report
Cemetery	Shelter cordoned off. Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed. Fees reviewed by Property Committee
Allotments	Review of arrangements for closure of Norwich Road to take place. Ensure the Secretary of State has signed off
Churchyard	Churchyard committee (agenda item) Initial report received from surveyor. Agreement to obtain fee proposals to move to next stage of project
Market Place	Transport group discussing ideas for traffic around the market place, balancing with pedestrian realm
Markets	Grant obtained to bring entertainment to the Food and Craft market for 6 months in 2026. New fees for 2026/27 agreed by Property Committee
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 advise that H Bars on Cawston Road not completed because of cars parking. Town Council has offered to assist with a maildrop and has requested details of next visit. Escalated to ward member after further resident complaints received.
Paupers Graveyard	Application to fell TPO tree has been submitted (2025/2471) has been refused by Broadland District Council. To review tree again to see if any works can be done to cut back. Another application to Broadland District Council will be required. There continues to be problems with the apparent exercising of dogs in this area and the associated dog waste left onsite. The gate has been removed to discourage this, but there has been no reduction in dog waste so far.

	Clerk has reported to Broadland District Council. Churchyard committee agreed to lock up the area and explain to the public why this has been done. Access can be arranged through the Town Council.
Norfolk Homes large area off Mileham Drive	RoPSA reports reviewed by the Property committee. To prioritise safety matting repairs. Broadland District Council has signed the new Public Spaces Protection Order on 6 th October in relation to dogs in enclosed play areas. New signage design has been received from Broadland District Council to reflect this. New signs to be arranged.
Recreation Ground	Budget and grant request has been received from the Recreation Ground. To be considered by the Town Council as part of full budget.
St Michael's Way	RoPSA reports reviewed by the Property committee. Broadland District Council has signed the new Public Spaces Protection Order on 6 th October in relation to dogs in enclosed play areas. New signage design has been received from Broadland District Council to reflect this. New signs to be arranged.
Car Parks	Three Sorn'd vehicles have now been removed from The Buttlands. Correspondence has been sent Broadland District Council to have a discussion about better management of the car parks. Reply received 26/11 – to review
Street Lighting	Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Correspondence has been received raising concerns about the quality of street lighting in the cut through between Cawston Road and the Buttlands. Agreed to cut back vegetation around the existing lights. Faulty street light on the junction of Penford Street and Church Terrace reported. Column is iron and in an extensive condition of decay and is likely to require a full replacement. Clerk to enquire of contractor why this wasn't picked up as part of contractual visual inspections.
Public Toilets	No matters to report
COMMA/Archives	No matters to report
Litter & Dog Waste Bins	Broadland District Council is looking to reinstall a litter bin in place of the one that was remove as a result of the Norwich Road development.
Bus Shelters	New Bus shelter on Millgate installed. Gold standard shelter outside Tesco due to be installed and Real Time display operational by Mid November Application for new Bush shelter on Gashouse Hill was successful in receiving 80% funding. Final phase of bus shelter funding now available (see agenda item)
Pump	No matters to report
Pillboxes	To review land registry for Norwich Road Pill box
War Memorial	No matters to report

Drill Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action Condition of windows informally reviewed by the Heritage Officer at Broadland District Council. Useful contact at Blickling with regards to maintenance and energy efficiency in a listed building. Clerk to follow up on.
SAM2 and Community Speed Watch	Parish Partnership application made for SAM3 sign. Supported by Ward member (who has offered ward members grant to assist).
Vehicles	No matters to report
Councillor Chats	Arranged for: 3rd December 6.30pm Town Hall
Other Matters	Mitchell is working with Intouch and BT to establish connections to the Town Hall. Review of IT hardware and software in progress. Work has started on the budget
Future Meetings	1st December – 7pm - ACE 3rd December - 7pm – Full Council 9th December – 2pm - Property 17th December – 7pm – Events 19th December – 10am – Staffing 7th January – 7pm – Full Council 20th January - 11am - Cittaslow 9th February – 7pm – Christmas Lights

Meeting of Aylsham Town Council – 5th November 2025

Item 8 - 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.
- 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
- g. Resurface/revise MUGA Car Park.

Highways

- a. Transport Hub. Agenda item
- b. Aylsham Traffic Strategy.
- c. Road Safety at Burgh Road – Zebra Crossing. (Confirmation awaited from highways)
- d. Traffic Lights on Burgh Road
- e. Cawston Road H-Bars and Bus Cages (Correspondence with Norfolk County Council about completion of this project)

Local Amenity

- a. Bank Barn.
- b. Community Lending Library.
- c. Market Place Greening.
- d. Information Centre.
- e. Council Building Disability Access Audit.
- f. Town Council Waste Management.

Other

- a. Neighbourhood Plan

CIL balance as at 31st March 2021 stood at £0 (funds expended on street light replacement project), therefore there is no aged CIL which requires immediate expenditure. The Clerk will continue to reconcile the CIL account from 1st April 2021 ready for the budget setting.

AYLSHAM TOWN COUNCIL



Scheme of Delegation

1. Introduction

- This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer to act with delegated authority in the specific circumstances detailed. It also sets out those matters reserved to Full Council for decision.
- The ~~Committees and~~ Working Groups of Aylsham Town Council, without exception, do not have any delegated authority but are able to make recommendations to the full council.

2. Matters Reserved for Council

The following matters are reserved to the Council for decision:

- Elect a Chairman and Vice Chairman, and appoint councillors to Committees and Working Groups and outside organisations
- Setting the Budget
- Setting the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return.
- Appointment of the Internal Auditor
- Making, amending or revoking Standing Orders, Financial Regulations, policies or this Scheme of Delegation
- Set up, amend or disband any Committees, Sub-Committees, Advisory Groups or Working Groups
- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Strategic decision making on matters of principle
- ~~Approval and review of matters of policy relating to administration, facilities, risk, and corporate management~~ [policies are already covered in bullet 7]
- Any proposed new undertakings / function / contracts of the Council
- Agree an annual Action Plan and monitor performance during the year
- Approval of payment of the monthly schedule of accounts
- Consideration and approval of grants and donations
- Consideration of requests for expenditure outside of the Council's approved budget
- Responding to consultations both national and local, ~~including those dealing with planning matters~~ [The Planning committee deals with planning consultations]
- Receive and respond to Stage 2 complaints as set out within the Complaints Policy
- All strategic matters relating to staff including contractual arrangements, salary scales for positions, conditions of service, and staffing structure
- Appointment of the Town Clerk ~~and other employees~~ [The staffing ToR reference the Staffing committee may appoint all roles, with the exception of the Clerk which must be ratified by full council]

- ~~Hear any grievance, disciplinary and/or capability matters in accordance with the Council's agreed procedures, including any appeals as required~~ [This is delegated to Staffing under the ToR]
- Consider statutory demands from electors e.g. allotments, parish polls
- All other matters which must, by law, be reserved to the full Council

3. Proper Officer

Delegated actions of the Town Clerk and Responsible Financial Officer shall be in accordance with Standing Orders, Financial Regulations and the Scheme of Delegation and in line with directions given by the Council from time to time.

The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised by law to:

- Receive Declarations of Acceptance of Office
- Receive and record notices disclosing pecuniary interests
- Receive plans and documents
- Sign notices and other documents on behalf of the Council
- Receive copies of by-laws made by a Primary Local Authority
- Certify copies of by-laws made by the Council
- Sign summons to attend meetings of the Council
- Authorisation to call any extra meetings of the Council or any Committees as necessary, having consulted with the appropriate Chairman

In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

- Undertake the duties of the "Head of Paid Service".
- Implement national pay awards and conditions of service, together with any contractual pay awards unless directed otherwise by Council.
- Engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such time as other arrangements can be put in place as directed by Council as outlined in the appropriate Financial Risk Assessment
- Day to day administration of services, together with routine inspection and control
- Day to day supervision and management of all staff employed by the Council
- Authorisation to respond immediately to correspondence in all forms (including on social media) requiring or requesting information, or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council.
- Authorisation to agree the Council's Agenda for publication within the statutory timeframes, in consultation with the Chairman of the Council.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical
- Approve emergency expenditure of up to £2,500 in consultation with the Chairman of the Council if possible.
- Approve general expenditure of up to £2,500, together with expenditure as set out within the Council's approved budget.

4. Day to Day Delegations to Officers

The following day to day administrative matters are delegated to the Clerk to the Council, who may delegate these to any employee of the Council as appropriate:

- Implementation of decisions made at Council meetings.
- Management of the Council's services and facilities in accordance with the agreed policies and budgets of the Council.
- Maintenance of the Council's equipment within the agreed budget and in accordance with the agreed policies of the Council
- Creation, content, production and distribution of the Council's contribution to Just Aylsham, annual report and website, together with press releases and media contact, and public consultations as directed by the Council
- Carry out staff appraisals
- Enforcement of by-laws
- Receive and respond to Stage 1 complaints
- Report routine matters of maintenance to the relevant authorities where they do not fall within the remit of the Council
- Notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections
- In consultation with the Chairman of the Council (if available), lead the Council's response in the case of a major emergency
- Have overall responsibility for the Council's Freedom of Information Scheme
- Have overall responsibility for General Data Protection Regulations (GDPR)
- Provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment, the purchase of necessary software, and the planned purchase of new equipment or facilities
- Purchase of necessary goods and supplies in order to manage the council's facilities in a timely and appropriate manner, within the approved budget
- To order additional facilities and grounds maintenance work as required, within the approved budget or subject to the emergency or additional powers set out elsewhere within this document
- Implementation of risk management as set out within the Council's risk assessments, including the safety of all facilities and open spaces within the remit of the Council
- Authorisation of all short-term lettings of the Council's properties (for example general hire of the Town Hall) in accordance with the approved scale of charges
- Initiation of new arrangements and revision of existing arrangements for the improved management of Council facilities or services providing the cost is included within the current revenue budget
- From time to time, the Council may delegate further matters to the Clerk on either a one-off or a permanent basis. Those matters delegated on a permanent basis will be immediately added to this Scheme of Delegation.

5. Responsible Financial Officer

The clerk also acts as the Responsible Finance Officer. In a period of extended absence the Town Council will need to appoint someone else to the role as required by law. The Responsible Financial Officer shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

This includes but is not limited to:

- Administer the Council's bank balances
- Implement the Council's Investment Strategy
- Make arrangements to pay the salaries and wages of employees of the Council, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC and Norfolk Pension Fund
- Maintain adequate insurance cover for the Council's activities and property, and recommend any necessary changes to Council
- Maintain a continuous internal audit
- Manage budgetary control including the allocation of financial resources within the approved budget
- Provide regular financial monitoring reports to Council, no less than quarterly
- Recommend the annual budget and precept
- Recommend capital works and resourcing their implementation

Adopted by Aylsham Town Council January 2019

Reviewed February 2023

Next Review February 2025

Meeting of Aylsham Town Council

3rd December 2025

Item 11 – Highways

Item a) To receive update on Transport Hub

The Town Council's consultant is in the process of sourcing details for the overhead solar panels. This has been invoiced for so there details are anticipated in the near future. They are also establishing the cost of the planning application. The budget for these works currently stands at:

Grant	£10,000.00
Canhams INV033517	£750.00
Canhams INV033587 (LLFA advice)	£239.25
Canhams INV033708	£2,100.00
Micro Geotechnical	£2,190.00
Canhams INV033862	£950.00
Canhams INV034076	£1,250.00
Canhams INV034277	£250.00
	£7,729.25
Bal	£2,270.75

Item b) To Receive Update from Transport Group

Report from Kay Montandon:

The Transport Group has been discussing various options for enhancing the Market Square. Consultations have been held with Rob Pratt regarding bus stops etc. in the square and there are now 5 or 6 design iterations. A further meeting is sought with Rob Pratt and Dan Yellop from NCC with regards to bus services in Aylsham and bus stop locations. Special mention to Gordon Clarke for drawing up all the design options and Chris Tilley for a fantastic set of interactive maps showing all the bus routes and stops between Aylsham and other local towns.

Town Clerk

From: Robert Pratt <robert.pratt@norfolk.gov.uk>
Sent: 10 November 2025 08:11
Subject: FNAL OPPORTUNITY - Funding to Support Bus Shelter Installations Across Norfolk from November 2025
Attachments: Bus Grant_guidance-for-new-bus-shelter-November-2025.pdf; SP03-01-L02 Street Furniture Licence.docx
Importance: High
Follow Up Flag: Follow up
Flag Status: Flagged

Following the success of the Bus Shelter Grant scheme, with over **130 bus stops** receiving money to provide better facilities for residents, Norfolk County Council (NCC) is pleased to announce the launch of a **final phase of funding**, opening from **10th November 2025 to 31st January 2026**.

This final opportunity has been made possible thanks to strong interest and valuable feedback received since the launch of the scheme. Remember, the funding can be used for the following;

- **Purchase a new bus shelter.**
- **Purchase a replacement bus shelter.**
- **Refurbish an existing bus shelter.**
- **Purchase seating at the bus stop e.g. public bench.**
- **Purchase cycle parking (stands) at the bus stop.**
- **Purchase lighting for an existing bus shelter.**

The final phase remains part of the £800,000 scheme funded through the Bus Grant (formerly the Bus Service Improvement Plan) from central government, aimed at supporting the installation of at least 100 new and improved bus shelters across Norfolk during the 2025/26 financial year.

Under this initiative, NCC will continue to contribute up to **80% of total project costs**, with the remaining balance to be funded by **town/parish councils** or through **Local Member Funds**.

This scheme supports our broader goals to enhance public transport infrastructure, improve accessibility, and provide high-quality waiting facilities for bus passengers. We are particularly focused on ensuring benefits for rural and improving comfort and safety for all residents.

We encourage you to review the **updated guidance** attached and consider whether your community could benefit from enhanced bus stop infrastructure. Town/parish councils should coordinate with their elected County Council member to apply.

Please may I remind applicants that any new/replacement bus shelters, cycle parking or seating will require a **Street Furniture Licence** if located on public highway – a copy of the form has been attached for your convenience. Contact your local highway engineer for more information.

Although the deadline has been extended to give applicants more time to finalise proposals and gather supporting information, we strongly recommend submitting applications as early as possible, as funding may be fully allocated before the closing date of **31st January 2026**.

Should you have any immediate questions or wish to discuss this opportunity further, please contact me at robert.pratt@norfolk.gov.uk.

We look forward to supporting this next phase of investment and working with you to deliver further improvements in local bus travel for communities across Norfolk.

Kind regards

Rob Pratt, Public Transport Development Officer
Highways, Transport & Waste
Infrastructure
Tel: 01603 223114
County Hall, Martineau Lane, Norwich. NR1 2DH


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Aylsham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 25/11/2025		
	Cash in Hand 01/04/2025		385,552.38
	ADD Receipts 01/04/2025 - 25/11/2025		671,751.93
	SUBTRACT Payments 01/04/2025 - 25/11/2025		1,057,304.31
	Cash in Hand 25/11/2025 (per Cash Book)		487,212.38
B			
	Cash in hand per Bank Statements		
	Petty Cash	25/11/2025	250.00
	01 Barclays Current Account	25/11/2025	28,784.05
	02 Barclays Active Saver	25/11/2025	220,536.33
	Public Sector Deposit Fund	25/11/2025	122,493.71
	Shawbrook - Issue 7 Fixed Bond	25/11/2025	94,984.31
	Redwood Savings Account	25/11/2025	103,932.78
			570,981.18
	Less unrepresented payments		889.25
	Plus unrepresented receipts		570,091.93
	Adjusted Bank Balance		570,091.93
	A = B Checks out OK		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 27/11/2025)

01 General Purpose		Last Year 2024-2025				Current Year 2025-2026								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	120,000.00	120,000.00			136,520.00	136,588.00		136,588.00						
2	Bank Interest /Charge:	4,000.00	18,653.98		264.16	12,000.00	5,931.67		5,931.67		122.50		122.50		
3	CIL		11,423.19		9,214.40		29,536.52		29,536.52						
4	Marquee		104.17				294.27		294.27	1,371.22	1,371.22		1,371.22		
5	Recycling Credits/Bott		2,729.34	2,000.00	1,668.63		1,912.53		1,912.53		263.13		263.13		
6	Other Income		6,750.00												
7	Staff Costs			78,400.00	77,837.05					87,071.00	64,942.80		64,942.80		
10	Office Expenses			7,500.00	15,834.04					13,000.00	14,143.86		14,143.86		
11	Staff Training			500.00	1,527.00					1,000.00	915.00		915.00		
13	Equipment				225.80		100.00		100.00	500.00	314.39		314.39		
14	Advertising		58.33	500.00	1,901.02					500.00	100.00		100.00		
15	Audit Fees			2,300.00	1,735.00					2,200.00	1,735.00		1,735.00		
16	Election			500.00						500.00					
17	Subscriptions & Memt			2,500.00	2,428.87					3,100.00	1,725.32		1,725.32		
18	Professional Fees				2,724.00					2,500.00	592.00		592.00		
19	Insurance			11,500.00	11,183.20		30.39		30.39	11,800.00	13,440.45		13,440.45		
20	Chairman's Allowance			250.00	270.00					250.00	229.55		229.55		
21	Climate Change	200.00	1,160.53	5,000.00	3,280.86		654.90		654.90	5,000.00	183.09		183.09		
22	Cittaslow			1,500.00	1,500.00		500.00		500.00	1,500.00	1,371.67		1,371.67		
23	Traffic Group														
24	Youth Project														
25	Communications														
26	Van			5,500.00	4,812.99		307.43		307.43	6,600.00	5,769.74		5,769.74		
27	Miscellaneous		11,576.97	500.00	6,773.46		30.00		30.00	500.00					
28	Councillor Training			500.00						500.00	460.00		460.00		
29	Archive			250.00						250.00					
30	SAM2									700.00	30.00		30.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 27/11/2025)

161	Christmas Lights Infas	408.20	2,000.00	1,677.20	964.33	964.33	2,000.00	2,093.46	2,093.46		
162	VAT			330.00	15,649.19	15,649.19					
163	Legal Expenses		1,000.00				2,500.00	1,195.52	1,195.52		
176	Skate Park Fundraisin										
178	Staff Uniform			611.27				691.37	691.37		
181	Repairs & Maintenanc			4,223.50			4,000.00	3,212.42	3,212.42		
190	Warm Spaces										
193	Donations	-82.97					344.14	344.14	344.14		
196	Credit			-671.77							
199	Community Speedwat							10.23	10.23		
200	CIL 2025/26				4,415.68	4,415.68					
204	ACE - Pallet Fund							825.00	825.00		
205	ACE Film Screening				893.50	893.50		149.68	149.68		
207	CCTV						3,000.00	2,615.00	2,615.00		
SUB TOTAL		124,200.00	172,781.74	122,200.00	149,350.68	148,520.00	197,808.41	197,808.41	150,686.36	118,846.54	118,846.54

		Last Year 2024-2025				Current Year 2025-2026								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	1,225.00			1,500.00	725.00		725.00						
43	Curtains	1,000.00				500.00									
44	Hirings - Town Hall	17,000.00	19,298.04		195.25	20,000.00	14,407.75		14,407.75		142.00		142.00		
45	Staff Costs			37,400.00	34,826.92					37,050.00	27,099.06		27,099.06		
48	Utilities			8,000.00	13,051.41					8,000.00	7,152.04		7,152.04		
49	Rates			17,500.00	18,461.70					17,800.00	18,602.72		18,602.72		
50	Cleaning/Sanitary/Refi			7,000.00	8,274.39					8,500.00	5,608.65		5,608.65		
51	Repairs & Maintenanc			5,000.00	2,806.92					5,000.00	2,991.24		2,991.24		
52	Licensing			500.00	1,072.36					500.00	1,327.20		1,327.20		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 27/11/2025)

53	Furniture			500.00	200.00				500.00	94.91	94.91
164	Pest Control			250.00	175.00				300.00		
165	Incidentals			50.00	270.96				100.00		
183	Precept	66,700.00	66,700.00			45,750.00	45,750.00	45,750.00			
194	Boiler Reserve				96.37						
195	Boiler Reserve	10,000.00		20,000.00		10,000.00			20,000.00		
SUB TOTAL		96,200.00	87,223.04	96,200.00	79,431.28	77,750.00	60,882.75	60,882.75	97,750.00	63,017.82	63,017.82

Last Year 2024-2025						Current Year 2025-2026								Next Year	
03 Drill Hall		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	1,000.00	740.00			800.00	385.00		385.00						
62	Hirings - Drill Hall	35,000.00	30,920.00			33,000.00	24,577.50		24,577.50						
63	Staff Costs			39,560.00	36,989.30					41,435.00	30,293.45		30,293.45		
66	Broadband			500.00	100.00					600.00	350.00		350.00		
67	Utilities			5,000.00	12,405.34					10,000.00	6,035.96		6,035.96		
68	PWLB			18,700.00	18,298.83					18,300.00	9,041.02		9,041.02		
69	Rates			5,500.00	5,489.00		4,030.21		4,030.21	5,500.00	3,493.00		3,493.00		
70	Cleaning/Sanitary/Refi			4,500.00	2,536.03					3,500.00	2,204.59		2,204.59		
71	Repairs & Maintenanc			4,000.00	587.14					1,000.00	3,322.93		3,322.93		
72	Licensing			150.00	120.00					150.00	215.42		215.42		
73	Furniture			500.00						500.00					
74	Other Income														
166	Incidentals			250.00	32.11		40.00		40.00	250.00	7.47		7.47		
167	Pest Control			250.00	175.00					250.00					
184	Precept	42,900.00	42,900.00			47,690.00	47,686.00		47,686.00						

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 27/11/2025)

SUB TOTAL		78,900.00	74,560.00	78,910.00	76,732.75	81,490.00	76,718.71	76,718.71	81,485.00	54,963.84	54,963.84		

04 23 Market Place		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
80	Rent/Insurance	5,500.00	7,438.80			5,600.00	3,175.03		3,175.03						
SUB TOTAL		5,500.00	7,438.80			5,600.00	3,175.03		3,175.03						

05 Cemetery Cottage		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
81	Rent	7,000.00	4,611.30			7,000.00	4,074.09		4,074.09						
82	Repairs/Maintenance			2,000.00						500.00	401.43		401.43		
203	Miscellaneous														
206	Management Fees										283.25		283.25		
SUB TOTAL		7,000.00	4,611.30	2,000.00		7,000.00	4,074.09		4,074.09	500.00	684.68		684.68		

06 Public Toilets		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
85	Utilities			3,000.00	6,284.08					6,500.00	3,577.86		3,577.86		
86	Repairs & Maintenanc				1,069.07					400.00	171.76		171.76		
87	Sanitary/Refuse/Mater			2,500.00	800.00					2,000.00					
88	Cleaning Contract			9,000.00	8,150.00					9,500.00	6,186.95		6,186.95		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 27/11/2025)

SUB TOTAL		14,500.00		16,303.15		18,400.00		9,936.57		9,936.57	
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07 Other Properties		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
91	Staff Costs			7,700.00	6,901.06					8,461.00	8,967.55		8,967.55		
94	Other Income	50.00	50.00			50.00	50.00		50.00						
169	23 Market Place Repa			400.00						400.00					
185	Precept	12,050.00	12,050.00			9,000.00	8,962.00		8,962.00						
SUB TOTAL		12,100.00	12,100.00	8,100.00	6,901.06	9,050.00	9,012.00		9,012.00	8,861.00	8,967.55		8,967.55		

08 Cemetery		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
96	Interments	3,000.00	4,550.00			3,000.00	1,330.00		1,330.00						
97	Memorials & Inscriptio	3,000.00	920.00			1,000.00	1,490.00		1,490.00		150.00		150.00		
98	Exclusive Rights	2,500.00	3,575.00			2,500.00	1,625.00		1,625.00						
99	Staff Costs			17,800.00	17,937.72					22,912.00	16,314.71		16,314.71		
102	Utilities			100.00	17.61					100.00					
103	Rates			600.00	1,584.95					1,700.00	1,981.19		1,981.19		
104	Drive Maintenance			1,500.00						500.00					
105	Grounds Maintenance			500.00	222.74					500.00					
106	Grass Cutting			1,500.00	1,411.48					3,045.00					
107	Repairs & Maintenanc			1,000.00	10.65					500.00					
108	Equipment Loan (Gras														
109	Petrol Costs Grass Cu														
186	Precept	14,500.00	14,500.00			23,755.00	23,758.00		23,758.00						

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 27/11/2025)

SUB TOTAL		23,000.00	23,545.00	23,000.00	21,185.15	30,255.00	28,203.00	28,203.00	29,257.00	18,445.90	18,445.90				
		Last Year 2024-2025				Current Year 2025-2026								Next Year	
09 Allotments		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	4,631.67			4,500.00	4,061.28		4,061.28		1.10		1.10		
112	Repairs & Maintenan			1,200.00	2,092.30					500.00	344.23		344.23		
113	Grass Cutting			1,000.00	518.21					508.00					
114	Staff Costs			31,430.00	27,967.00					34,000.00	21,288.79		21,288.79		
115	Equipment Loan (Gras														
116	Petrol Costs Grass Cu														
117	Allotment Deposits		1,300.00		850.00		1,225.00		1,225.00		375.00		375.00		
118	Rent-National Trust			275.00	275.00					275.00	300.00		300.00		
180	Water			100.00	92.91					100.00	234.12		234.12		
187	Precept	29,500.00	29,500.00			30,880.00	30,884.00		30,884.00						
SUB TOTAL		34,000.00	35,431.67	34,005.00	31,795.42	35,380.00	36,170.28	36,170.28	35,383.00	22,543.24	22,543.24				
		Last Year 2024-2025				Current Year 2025-2026								Next Year	
10 Markets		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	5,837.69			6,000.00	3,296.52		3,296.52		2.05		2.05		
121	Farmers Market Rent	3,000.00	1,155.53			3,000.00	520.35		520.35						
122	Rates			1,500.00	1,397.20					1,500.00	1,397.20		1,397.20		
123	Repairs/Maintenance/														
124	Licensing			200.00	70.00					200.00					
170	Market Place Sundries		8.85	700.00						700.00	266.76		266.76		
171	Market Place Advertisi														

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 27/11/2025)

SUB TOTAL		9,000.00	7,002.07	2,400.00	1,467.20	9,000.00	3,816.87	3,816.87	2,400.00	1,666.01	1,666.01				
Last Year 2024-2025					Current Year 2025-2026								Next Year		
11 Open Spaces		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
126	Verges - Highway		11,675.43		2,512.00		12,084.07		12,084.07	5,243.00					
127	Recreation Ground	9,000.00	49,990.38	65,000.00	115,397.38	9,000.00	900.82		900.82	66,500.00	40,900.82			40,900.82	
128	Staff Costs			98,450.00	85,437.63	9,000.00	4,500.00		4,500.00	84,375.00	59,761.43			59,761.43	
131	Equipment			3,000.00	2,530.68					4,500.00	2,405.91			2,405.91	
132	Repairs & Maintenanc			500.00	1,249.11		332.00		332.00	500.00	496.74			496.74	
133	In House Grass Reser	15,000.00				15,000.00									
134	Tree Maintenance			15,000.00	11,220.00					15,000.00	7,033.31			7,033.31	
135	St Michaels Developm			1,800.00	803.39						430.50			430.50	
136	Staithe/Old Station Ya			400.00	173.06						980.00			980.00	
137	Sapwell Close				72.07										
138	Paupers Grave			400.00	444.00					500.00	58.20			58.20	
139	Norfolk Homes			8,000.00	3,059.50						444.00			444.00	
140	Town Sign/Noticeboar		375.00												
141	Other Green Areas			400.00	2,885.30										
143	Pump														
144	Equipment Loan (Gras				10,280.00						10,280.00			10,280.00	
148	Petrol costs Grass Cur				1,365.86						1,896.47			1,896.47	
149	Verges - Equipment Lc														
150	Verges - Petrol Costs														
172	Replacement Furniture			500.00						500.00					
188	Precept	174,800.00	174,800.00			159,220.00	159,228.00		159,228.00						
197	Recreation Grounds M						16.00		16.00		2,251.00			2,251.00	

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 27/11/2025)

SUB TOTAL		198,800.00	236,840.81	193,450.00	237,429.98	192,220.00	177,060.89	177,060.89	177,118.00	126,938.38	126,938.38				
Last Year 2024-2025					Current Year 2025-2026								Next Year		
12 Events		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
160	General Events		588.36		103.03		1,442.63		1,442.63	7,700.00	3,223.38		3,223.38		
177	Christmas Events		1,921.50		1,901.04		583.85		583.85	1,003.00	862.83		862.83		
191	Events		1,885.95	2,000.00	1,497.91		32.45		32.45						
SUB TOTAL			4,395.81	2,000.00	3,501.98		2,058.93		2,058.93	8,703.00	4,086.21		4,086.21		
Last Year 2024-2025					Current Year 2025-2026								Next Year		
13 Churchyard		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
142	War Memorial			500.00						100.00					
145	Wall and Footpath Ma			10,000.00	495.00		2,000.00		2,000.00	4,000.00					
146	Clock				4,580.00					300.00	280.00		280.00		
147	Lychgate									100.00					
157	Repairs & Maintenanc				11.66						14.52		14.52		
168	Grass Cutting				473.42					1,015.00					
182	Grounds Maintenance			1,450.00											
198	Staff Costs									10,858.00	7,837.61		7,837.61		
201	Precept					16,415.00	16,374.00		16,374.00						
SUB TOTAL				11,950.00	5,560.08	16,415.00	18,374.00		18,374.00	16,373.00	8,132.13		8,132.13		

All Cost Centres and Codes (Between 01/04/2025 and 27/11/2025)

Summary

Aylsham Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
01 General Purpose	148,520.00	197,808.41	49,288.41 (33%)	150,686.36	119,004.18	31,682.18 (21%)	80,970.59
02 Town Hall	77,750.00	60,882.75	-16,867.25 (-21%)	97,750.00	62,917.82	34,832.18 (35%)	17,964.93
03 Drill Hall	81,490.00	76,718.71	-4,771.29 (-5%)	81,485.00	54,963.84	26,521.16 (32%)	21,749.87
04 23 Market Place	5,600.00	3,175.03	-2,424.97 (-43%)			0.00 (N/A)	-2,424.97
05 Cemetery Cottage	7,000.00	4,074.09	-2,925.91 (-41%)	500.00	684.68	-184.68 (-36%)	-3,110.59
06 Public Toilets			0.00 (N/A)	18,400.00	9,936.57	8,463.43 (46%)	8,463.43
07 Other Properties	9,050.00	9,012.00	-38.00 (-0%)	8,861.00	8,967.55	-106.55 (-1%)	-144.55
08 Cemetery	30,255.00	28,203.00	-2,052.00 (-6%)	29,257.00	18,445.90	10,811.10 (36%)	8,759.10
09 Allotments	35,380.00	36,170.28	790.28 (2%)	35,383.00	22,513.24	12,869.76 (36%)	13,660.04
10 Markets	9,000.00	3,816.87	-5,183.13 (-57%)	2,400.00	1,666.01	733.99 (30%)	-4,449.14
11 Open Spaces	192,220.00	177,060.89	-15,159.11 (-7%)	177,118.00	126,799.64	50,318.36 (28%)	35,159.25
12 Events		2,058.93	2,058.93 (205893)	8,703.00	3,695.55	5,007.45 (57%)	7,066.38
13 Churchyard	16,415.00	18,374.00	1,959.00 (11%)	16,373.00	8,132.13	8,240.87 (50%)	10,199.87
14 Street Scene	32,500.00	35,639.30	3,139.30 (9%)	32,500.00	18,525.28	13,974.72 (43%)	17,114.02
Earmarked Reserves		10,000.00	10,000.00 (100000)		7,479.25	-7,479.25 (-74792)	2,520.75
NET TOTAL	645,180.00	662,994.26	17,814.26 (2%)	659,416.36	463,731.64	195,684.72 (29%)	213,498.98

Total for ALL Cost Centres	662,994.26	463,731.64
V.A.T.	8,802.67	23,480.74
GROSS TOTAL	671,796.93	487,212.38

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-10-2025 and 25-11-2025)

Cost Centre 01 General Purpose

Code Number 2 Bank Interest

Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
553	05/11/2025		Various	Barclaycard	39.48		39.48
594	03/11/2025	2238/2174	Bank Charges	Square	2.00		2.00
595	30/10/2025	2310	Bank Charges	Sumup	1.89		1.89
629	10/11/2025		Bank Charges	Sumup	0.51		0.51
654	18/11/2025	2323	Bank Charges	Sumup	2.20		2.20
655	12/11/2025	2311	Bank Charges	Sumup	2.54		2.54
660	24/11/2025		Bank Charges	Sumup	0.39		0.39
661	24/11/2025	562	Bank Charges	Square	0.25		0.25
669	21/11/2025		Bank Charges	Sumup	0.25		0.25
Subtotal for Code: Bank Interest					£49.51		£49.51

Code Number 7 Staff Costs

Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
658	25/11/2025		Staff Costs	Staff Costs	7,815.81		7,815.81
Subtotal for Code: Staff Costs					£7,815.81		£7,815.81

Code Number 10 Office Expenses

Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
590	30/10/2025	M039 U2	Telephone & Broadband	British Telecom	453.98	90.80	544.78
596	03/11/2025	13621	Computer/IT	Scribe	36.00	7.20	43.20
598	03/11/2025	18719	Website	Hugo Fox Ltd	2.49	0.50	2.99
599	03/11/2025	69132341211	Telephone & Broadband	Vodafone	76.05	15.21	91.26
601	05/11/2025	GB51CG2IAE	Office Expenses	Amazon	19.99	4.00	23.99
610	11/11/2025	236644	Photocopy Expenses	Mayday	208.31	41.67	249.98
617	11/11/2025	812208	Computer/IT	Intouch	31.18	6.24	37.42
618	11/11/2025	812209	Computer/IT	Intouch	83.88	16.78	100.66
619	11/11/2025	812273	Computer/IT	Intouch	50.00	10.00	60.00
620	11/11/2025	1058027	Office Expenses	Shred Station	51.03	10.21	61.24
623	11/11/2025	1791725	Water Machine	Cooleraid	14.94	2.98	17.92
624	11/11/2025	1791726	Water Machine	Cooleraid	7.47	1.49	8.96
625	11/11/2025	812848	Computer/IT	Intouch	60.00	12.00	72.00
662	21/11/2025		Telephone & Broadband	EE Limited	34.00	6.80	40.80
Subtotal for Code: Office Expenses					£1,129.32	£225.88	£1,355.20

Code Number 11 Staff Training

Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
650	19/11/2025		Staff Training	Eastern Countries Acc	315.00	63.00	378.00
			Subtotal for Code:	Staff Training	£315.00	£63.00	£378.00
Code Number 17 Subscription							
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
630	07/11/2025	3322574	Staff Costs	Brightpay	4.20	0.84	5.04
653	14/11/2025		Subscriptions & Memberships	Information	47.00		47.00
			Subtotal for Code:	Subscriptions	£51.20	£0.84	£52.04
Code Number 19 Insurance							
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
602	05/11/2025	550079929	Insurance	Arthur J Gallagher Insu	397.97	79.60	477.57
			Subtotal for Code:	Insurance	£397.97	£79.60	£477.57
Code Number 22 Cittaslow							
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
639	19/11/2025	2171	Cittaslow	Creative Lincs Ltd	266.67	53.33	320.00
639	19/11/2025	2171	Cittaslow	Creative Lincs Ltd	45.00		45.00
			Subtotal for Code:	Cittaslow	£311.67	£53.33	£365.00
Code Number 26 Van							
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
553	05/11/2025		Various	Barclaycard	35.37	7.08	42.45
553	05/11/2025		Various	Barclaycard	-208.33	-41.67	-250.00
603	11/11/2025		Van	Volkswagen Commere	307.43	61.49	368.92
656	18/11/2025	21829449	Van	ALD Automotive	393.13	78.63	471.76
			Subtotal for Code:	Van	£527.60	£105.53	£633.13
Code Number 28 Councillor 1							
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
651	19/11/2025	30147	Council training	Norfolk Parish Training	64.00	12.80	76.80
			Subtotal for Code:	Councillor Tra	£64.00	£12.80	£76.80
Code Number 161 Christmas L							
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
626	11/11/2025	GB52DPF9AI	Christmas light infastructure	Amazon	17.34	3.48	20.82
628	11/11/2025	2008430008	Christmas light infastructure	Screwfix	4.12	0.83	4.95
			Subtotal for Code:	Christmas Ligi	£21.46	£4.31	£25.77
Code Number 178 Staff Uniform							
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
641	19/11/2025	2169	Staff Uniform	Creative Lincs Ltd	95.41	19.09	114.50
			Subtotal for Code:	Staff Uniform	£95.41	£19.09	£114.50
Code Number 181 Repairs & M							
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total

608	11/11/2025	I21878	Repairs & Maintenance	S & M Supplies	44.56	8.92	53.48
611	11/11/2025	I22038	Repairs & Maintenance	S & M Supplies	42.76	8.55	51.31
621	11/11/2025	I22202	Repairs & Maintenance	S & M Supplies	6.35	1.27	7.62
627	11/11/2025	32338117	Repairs & Maintenance	Nisbets			
631	14/11/2025	GB5006HWK	Repairs & Maintenance	Amazon	22.95	4.59	27.54
Subtotal for Code: Repairs & Mai					£116.62	£23.33	£139.95

Code Number **205 ACE Film Sc**
Vchr. **Date** **Invoice**

Description	Supplier	Net	Vat	Total
Bank Charges	Sumup	1.39		1.39
	Subtotal for Code: ACE Film Scr	£1.39		£1.39
	Subtotal for Cost Centre: 01 General Pl	10,896.96	587.71	11,484.67

Cost Centre 02 Town Hall

Code Number **45 Staff Costs**
Vchr. **Date** **Invoice**

Description	Supplier	Net	Vat	Total
Staff Costs	Staff Costs	3,428.49		3,428.49
Subtotal for Code:	Staff Costs	£3,428.49		£3,428.49

Code Number **48 Utilities**
Vchr. **Date** **Invoice**

Description	Supplier	Net	Vat	Total
Electricity	Corona	237.94	11.90	249.84
Gas	Engie Gas Limited	50.20	10.04	60.24
Gas	Engie Gas Limited	306.56	61.31	367.87
Subtotal for Code: Utilities		£594.70	£83.25	£677.95

Code Number **49 Rates**
Vchr. **Date** **Invoice**

Description	Supplier	Net	Vat	Total
Rates	Broadland District Cou	137.00		137.00
Rates	Broadland District Cou	244.00		244.00
Rates	Broadland District Cou	8,919.00		8,919.00
Subtotal for Code: Rates		£9,300.00		£9,300.00

Code Number **50 Cleaning/Sa**
Vchr. **Date** **Invoice**

Description	Supplier	Net	Vat	Total
Various	Barclaycard	113.70	22.74	136.44
Cleaning/Sanitary/Refuse	Biffa Waste Services L	361.88	72.38	434.26
Subtotal for Code: Cleaning/Sani		£475.58	£95.12	£570.70

Code Number **51 Repairs & M**
Vchr. **Date** **Invoice**

Description	Supplier	Net	Vat	Total
Repairs & Maintenance	Amazon	14.16	2.83	16.99
Repairs & Maintenance	Screwfix	147.43	29.49	176.92
Repairs & Maintenance	Screwfix	25.34	5.08	30.42
Subtotal for Code: Repairs & Mai		£186.93	£37.40	£224.33

Code Number Vchr.	Date	52 Licensing Invoice	Description	Supplier	Net	Vat	Total
605	11/11/2025	SIN3193908	Licensing	PPL PRS Ltd	861.78	172.36	1,034.14
				Subtotal for Code: Licensing	£861.78	£172.36	£1,034.14
				Subtotal for Cost Centre: 02 Town Hall	14,847.48	388.13	15,235.61

Cost Centre 03 Drill Hall

Code Number Vchr.	Date	63 Staff Costs Invoice	Description	Supplier	Net	Vat	Total
658	25/11/2025		Staff Costs	Staff Costs	3,841.83		3,841.83
				Subtotal for Code: Staff Costs	£3,841.83		£3,841.83

Code Number Vchr.	Date	67 Utilities Invoice	Description	Supplier	Net	Vat	Total
663	21/11/2025	1-01871558	Gas	Engie Gas Limited	292.42	58.48	350.90
				Subtotal for Code: Utilities	£292.42	£58.48	£350.90

Code Number Vchr.	Date	69 Rates Invoice	Description	Supplier	Net	Vat	Total
632	17/11/2025	115983434	Rates	Broadland District Cou	748.00		748.00
				Subtotal for Code: Rates	£748.00		£748.00

Code Number Vchr.	Date	70 Cleaning/Sa Invoice	Description	Supplier	Net	Vat	Total
667	24/11/2025	283T16565	Cleaning/Sanitary/Refuse	Biffa Waste Services L	105.36	21.07	126.43
				Subtotal for Code: Cleaning/Sani	£105.36	£21.07	£126.43
				Subtotal for Cost Centre: 03 Drill Hall	4,987.61	79.55	5,067.16

Cost Centre 06 Public Toilets

Code Number Vchr.	Date	88 Cleaning Cc Invoice	Description	Supplier	Net	Vat	Total
622	11/11/2025	0990	Toilet Contract Cleaning	Barnett's Cleaning	775.00	155.00	930.00
				Subtotal for Code: Cleaning Cont	£775.00	£155.00	£930.00
				Subtotal for Cost Centre: 06 Public Toile	775.00	155.00	930.00

Cost Centre 07 Other Properties

Code Number Vchr.	Date	91 Staff Costs Invoice	Description	Supplier	Net	Vat	Total
658	25/11/2025		Staff Costs	Staff Costs	1,125.72		1,125.72
				Subtotal for Code: Staff Costs	£1,125.72		£1,125.72
				Subtotal for Cost Centre: 07 Other Prop	1,125.72		1,125.72

Cost Centre 08 Cemetery

Code Number		99 Staff Costs					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
658	25/11/2025		Staff Costs	Staff Costs	2,053.14		2,053.14
			Subtotal for Code:	Staff Costs	£2,053.14		£2,053.14

Code Number		103 Rates					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
637	17/11/2025	100870487	Rates	Broadland District Cou	990.00		990.00
			Subtotal for Code:	Rates	£990.00		£990.00
			Subtotal for Cost Centre:	08 Cemetery	3,043.14		3,043.14

Cost Centre 09 Allotments

Code Number		112 Repairs & M					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
606	11/11/2025	GB52CZ70At	Allotments	Amazon	17.36	3.47	20.83
615	11/11/2025	2008358789	Allotments	Screwfix	15.23	3.05	18.28
616	11/11/2025	2008351161	Allotments	Screwfix	13.99	2.80	16.79
			Subtotal for Code:	Repairs & Mai	£46.58	£9.32	£55.90

Code Number		114 Staff Costs					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
658	25/11/2025		Staff Costs	Staff Costs	2,714.13		2,714.13
			Subtotal for Code:	Staff Costs	£2,714.13		£2,714.13

Code Number		180 Water					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
597	03/11/2025	44	Water	SES Business	29.13		29.13
			Subtotal for Code:	Water	£29.13		£29.13
			Subtotal for Cost Centre:	09 Allotments	2,789.84	9.32	2,799.16

Cost Centre 10 Markets

Code Number		120 Market Rent					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
657	18/11/2025		Bank Charges	Sumup	0.13		0.13
			Subtotal for Code:	Market Rents	£0.13		£0.13

Code Number		122 Rates					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
636	17/11/2025	100870843	Rates	Broadland District Cou	698.00		698.00
			Subtotal for Code:	Rates	£698.00		£698.00
			Subtotal for Cost Centre:	10 Markets	698.13		698.13

Cost Centre 11 Open Spaces

Code Number	128 Staff Costs
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Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
658	25/11/2025		Staff Costs	Staff Costs	7,530.94		7,530.94
			Subtotal for Code:	Staff Costs	£7,530.94		£7,530.94

Code Number		132 Repairs & M					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
638	19/11/2025	2172	Signs	Creative Lincs Ltd	41.67	8.33	50.00
652	19/11/2025	316787	Grass Cutting	Ben Burgess	33.34	6.66	40.00
			Subtotal for Code:	Repairs & Mai	£75.01	£14.99	£90.00

Code Number		148 Petrol costs					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
553	05/11/2025		Various	Barclaycard	132.90	26.58	159.48
			Subtotal for Code:	Petrol costs G	£132.90	£26.58	£159.48
			Subtotal for Cost Centre:	11 Open Spac	7,738.85	41.57	7,780.42

Cost Centre 12 Events

Code Number		160 General Eve					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
614	11/11/2025	2008353973	General Events	Screwfix	3.66	0.73	4.39
640	19/11/2025	2168	General Events	Creative Lincs Ltd	188.33	37.67	226.00
648	19/11/2025	GB52HMS2A	General Events	Amazon	39.60	7.92	47.52
649	19/11/2025	GB5005N1Z5	General Events	Amazon	96.46	19.29	115.75
			Subtotal for Code:	General Event	£328.05	£65.61	£393.66

Code Number		177 Christmas E					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
643	19/11/2025		Christmas	The Matthew Project	100.00		100.00
644	19/11/2025	2008643640	Christmas light infastructure	Screwfix	21.62	4.33	25.95
645	19/11/2025	2008690451	Christmas light infastructure	Screwfix	53.82	10.77	64.59
646	19/11/2025	2008672092	Christmas light infastructure	Screwfix	14.14	2.84	16.98
647	19/11/2025	2008723048	Christmas light infastructure	Screwfix	16.32	3.27	19.59
			Subtotal for Code:	Christmas Eve	£205.90	£21.21	£227.11
			Subtotal for Cost Centre:	12 Events	533.95	86.82	620.77

Cost Centre 13 Churchyard

Code Number		146 Clock					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
609	11/11/2025	4462	Church Clock	Haward Horological ltd	280.00	56.00	336.00
			Subtotal for Code:	Clock	£280.00	£56.00	£336.00

Code Number		198 Staff Costs					
Vchr.	Date	Invoice	Description	Supplier	Net	Vat	Total
658	25/11/2025		Staff Costs	Staff Costs	979.51		979.51

Subtotal for Code:	Staff Costs	£979.51		£979.51
Subtotal for Cost Centre:	13 Churchyard	1,259.51	56.00	1,315.51

Cost Centre 14 Street Scene

Code Number Vchr.	Date	151 Utilities Invoice	Description	Supplier	Net	Vat	Total
666	21/11/2025	IN14294883	Electricity	Npower Business Solu	1,000.94	200.19	1,201.13
				Utilities	£1,000.94	£200.19	£1,201.13

Code Number Vchr.	Date	152 Street Light Invoice	Description	Supplier	Net	Vat	Total
642	19/11/2025	0406	Street Lighting Maintenance	T T Jones Electrical Lt	950.00	190.00	1,140.00
				Street Lighting	£950.00	£190.00	£1,140.00
			Subtotal for Cost Centre:	14 Street Scene	1,950.94	390.19	2,341.13

Cost Centre Earmarked Reserves

Code Number Vchr.	Date	202 Transport Invoice	Description	Supplier	Net	Vat	Total
604	11/11/2025	INV034277	Norwich Road Transport Hub	Canham Consulting	250.00	50.00	300.00
				Transport	£250.00	£50.00	£300.00
			Subtotal for Cost Centre:	Earmarked Reserves	250.00	50.00	300.00

TOTALS	£50,897.13	£1,844.29	£52,741.42
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Aylsham Town Council

27 November 2025 (2025-2026)

Listing of Receipts in each Code for All Cost Centres

(Between 30-10-2025 and 25-11-2025)

Cost Centre 01 General Purpose

Code Number 1 Precept

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
444	30/10/2025	Precept	Broadland District Council	Z	-250,865.00		-250,865.00
445	30/10/2025	Precept	Broadland District Council	Z	68,294.00		68,294.00
		Subtotal for Code:	Precept		£-182,571.00		£-182,571.00

Code Number 2 Bank Interest /Charges

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
559	31/10/2025	Bank Interest Received	Redwood Savings account	Z	345.62		345.62
		Subtotal for Code:	Bank Interest /Charges		£345.62		£345.62

Code Number 13 Equipment

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
493	31/10/2025	Equipment	Slow Food	Z	100.00		100.00
		Subtotal for Code:	Equipment		£100.00		£100.00

Code Number 21 Climate Change

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
542	18/11/2025	Blister packs	ACE Group	Z	58.50		58.50
		Subtotal for Code:	Climate Change		£58.50		£58.50

Code Number 161 Christmas Lights Infastruc

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
511	05/11/2025	Various	Various	Z	-1,101.00		-1,101.00
512	05/11/2025	Various	Various	S	683.33	136.67	820.00
512	05/11/2025	Various	Various	Z	281.00		281.00
		Subtotal for Code:	Christmas Lights Infrastructure		£-136.67	£136.67	

Code Number 205 ACE Film Screening

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
477	05/11/2025	ACE	ACE Group	S	204.17	40.83	245.00
506	03/11/2025	ACE	Sumup	S	68.33	13.67	82.00
		Subtotal for Code:	ACE Film Screening		£272.50	£54.50	£327.00
			01 General Purpose		-181,931.05	191.17	-181,739.88

Cost Centre 02 Town Hall

Code Number 44 Hirings - Town Hall

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
473	30/10/2025	Hirings	Town Hall Hirer	Z	48.00		48.00
474	30/10/2025	Hirings	Town Hall Hirer	Z	60.00		60.00
486	30/10/2025	Hirings	Town Hall Hirer	Z	112.00		112.00
487	30/10/2025	Hirings	Town Hall Hirer	Z	60.00		60.00
487	30/10/2025	Hirings	Town Hall Hirer	Z	40.00		40.00
488	30/10/2025	Hirings	Town Hall Hirer	Z	170.00		170.00
488	30/10/2025	Hirings	Town Hall Hirer	Z	-50.00		-50.00
489	30/10/2025	Hirings	Town Hall Hirer	Z	36.00		36.00
492	31/10/2025	Hirings	Town Hall Hirer	Z	96.00		96.00
494	31/10/2025	Hirings	Town Hall Hirer	Z	60.00		60.00
496	31/10/2025	Hirings	Town Hall Hirer	Z	375.00		375.00
500	03/11/2025	Hirings	Town Hall Hirer	Z	140.00		140.00
501	03/11/2025	Hirings	Town Hall Hirer	Z	36.00		36.00
505	04/11/2025	Hirings	Town Hall Hirer	Z	336.00		336.00
505	04/11/2025	Hirings	Town Hall Hirer	Z	78.00		78.00
511	05/11/2025	Various	Town Hall Hirer	Z	-15.00		-15.00
512	05/11/2025	Various	Town Hall Hirer	Z	15.00		15.00
513	03/11/2025	Hirings	Town Hall Hirer	Z	56.00		56.00
515	03/11/2025	Hirings	Town Hall Hirer	Z	72.00		72.00
518	04/11/2025	Hirings	Town Hall Hirer	Z	170.00		170.00
518	04/11/2025	Hirings	Town Hall Hirer	Z	150.00		150.00
532	07/11/2025	Hirings	Town Hall Hirer	Z	63.00		63.00
567	20/11/2025	Hirings	Town Hall Hirer	Z	45.00		45.00
568	20/11/2025	Hirings	Town Hall Hirer	Z	252.00		252.00
568	20/11/2025	Hirings	Town Hall Hirer	Z	78.00		78.00
571	21/11/2025	Hirings	Town Hall Hirer	Z	60.00		60.00
574	25/11/2025	Hirings	Town Hall Hirer	Z	45.00		45.00
		Subtotal for Code:	Hirings - Town Hall		£2,588.00		£2,588.00

Code Number 183 Precept

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
445	30/10/2025	Precept	Broadland District Council	Z	22,875.00		22,875.00
		Subtotal for Code:	Precept		£22,875.00		£22,875.00
			02 Town Hall		25,463.00		25,463.00

Cost Centre 03 Drill Hall**Code Number 61 Storage Rent**

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
509	03/11/2025	Hirings	Drill Hall Hirer	Z	20.00		20.00
526	11/11/2025	Hirings	Drill Hall Hirer	Z	20.00		20.00
		Subtotal for Code:	Storage Rent		£40.00		£40.00

Code Number 62 Hirings - Drill Hall

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
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478	05/11/2025	Hirings	Drill Hall Hirer	Z	20.00	20.00
497	31/10/2025	Hirings	Drill Hall Hirer	Z	40.00	40.00
497	31/10/2025	Hirings	Drill Hall Hirer	Z	20.00	20.00
499	03/11/2025	Hirings	Drill Hall Hirer	Z	60.00	60.00
499	03/11/2025	Hirings	Drill Hall Hirer	Z	30.00	30.00
509	03/11/2025	Hirings	Drill Hall Hirer	Z	90.00	90.00
510	03/11/2025	Hirings	Drill Hall Hirer	Z	30.00	30.00
516	03/11/2025	Hirings	Drill Hall Hirer	Z	20.00	20.00
516	03/11/2025	Hirings	Drill Hall Hirer	Z	67.50	67.50
517	03/11/2025	Hirings	Drill Hall Hirer	Z	120.00	120.00
519	04/11/2025	Hirings	Drill Hall Hirer	Z	20.00	20.00
521	05/11/2025	Hirings	Drill Hall Hirer	Z	40.00	40.00
522	05/11/2025	Hirings	Drill Hall Hirer	Z	60.00	60.00
523	05/11/2025	Hirings	Drill Hall Hirer	Z	60.00	60.00
526	11/11/2025	Hirings	Drill Hall Hirer	Z	100.00	100.00
534	07/11/2025	Hirings	Drill Hall Hirer	Z	500.00	500.00
536	12/11/2025	Hirings	Drill Hall Hirer	Z	40.00	40.00
552	17/11/2025	Hirings	Drill Hall Hirer	Z	120.00	120.00
		Subtotal for Code: Hirings - Drill Hall			£1,437.50	£1,437.50

Code Number 184 Precept

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
445	30/10/2025	Precept	Broadland District Council	Z	23,843.00		23,843.00
		Subtotal for Code: Precept			£23,843.00		£23,843.00
		03 Drill Hall			25,320.50		25,320.50

Cost Centre 05 Cemetery Cottage

Code Number 81 Rent

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
490	30/10/2025	Rent	Sequence	Z	675.03		675.03
		Subtotal for Code: Rent			£675.03		£675.03
		05 Cemetery Cottage			675.03		675.03

Cost Centre 07 Other Properties

Code Number 185 Precept

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
445	30/10/2025	Precept	Broadland District Council	Z	4,481.00		4,481.00
		Subtotal for Code: Precept			£4,481.00		£4,481.00
		07 Other Properties			4,481.00		4,481.00

Cost Centre 08 Cemetery

Code Number 97 Memorials & Inscriptions

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
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527	11/11/2025	Memorials & Inscriptions	Rob Wells	Z	190.00	190.00
528	07/11/2025	Memorials & Inscriptions	Rob Wells	Z	190.00	190.00
		Subtotal for Code:	Memorials & Inscriptions		£380.00	£380.00

Code Number 186 Precept

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
445	30/10/2025	Precept	Broadland District Council	Z	11,879.00		11,879.00
		Subtotal for Code:	Precept		£11,879.00		£11,879.00
			08 Cemetery		12,259.00		12,259.00

Cost Centre 09 Allotments

Code Number 111 Rents Received

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
479	05/11/2025	Allotments	Allotment Tenant	Z			
480	03/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
481	03/11/2025	Allotments	Allotment Tenant	Z	30.00		30.00
482	30/10/2025	Allotments	Allotment Tenant	Z	55.00		55.00
483	30/10/2025	Allotments	Allotment Tenant	Z	30.00		30.00
484	30/10/2025	Allotments	Allotment Tenant	Z	30.00		30.00
485	30/10/2025	Allotments	Allotment Tenant	Z	60.00		60.00
491	31/10/2025	Allotments	Allotment Tenant	Z	30.00		30.00
502	03/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
503	03/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
504	03/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
514	03/11/2025	Allotment Rent	Allotment Tenant	Z	50.00		50.00
520	04/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
525	05/11/2025	Allotments	Allotment Tenant	Z	30.00		30.00
529	11/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
531	10/11/2025	Allotments	Allotment Tenant	Z	15.00		15.00
535	06/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
537	06/11/2025	Allotments	Allotment Tenant	Z	27.50		27.50
539	06/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
540	06/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
545	13/11/2025	Allotments	Allotment Tenant	Z	15.00		15.00
546	14/11/2025	Allotments	Allotment Tenant	Z	30.00		30.00
547	14/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
548	14/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
550	18/11/2025	Allotments	Allotment Tenant	Z	30.00		30.00
551	12/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
553	17/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
555	17/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
569	21/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
570	21/11/2025	Allotments	Allotment Tenant	Z	50.00		50.00
575	25/11/2025	Allotments	Allotment Tenant	Z			
576	25/11/2025	Allotments	Allotment Tenant	Z			
		Subtotal for Code:	Rents Received		£1,232.50		£1,232.50

Code Number 117 Allotment Deposits

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
550	18/11/2025	Allotments	Allotment Tenant	Z	100.00		100.00
551	12/11/2025	Allotments	Allotment Tenant	Z	100.00		100.00
553	17/11/2025	Allotments	Allotment Tenant	Z	100.00		100.00
555	17/11/2025	Allotments	Allotment Tenant	Z	100.00		100.00
		Subtotal for Code:	Allotment Deposits		£400.00		£400.00

Code Number 187 Precept

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
445	30/10/2025	Precept	Broadland District Council	Z	15,442.00		15,442.00
		Subtotal for Code:	Precept		£15,442.00		£15,442.00
			09 Allotments		17,074.50		17,074.50

Cost Centre 10 Markets

Code Number 120 Market Rents

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
507	05/11/2025	Market Rent	Market Rent	Z	60.00		60.00
511	05/11/2025	Various	Various	Z	-196.50		-196.50
512	05/11/2025	Various	Various	Z	196.50		196.50
530	10/11/2025	Market Rent	Market Rent	Z	15.00		15.00
543	18/11/2025	Market Rent	Market Rent	Z	75.00		75.00
544	12/11/2025	Market Rent	Market Rent	Z	81.00		81.00
554	18/11/2025	Market Rent	Market Rent	Z	7.50		7.50
560	24/11/2025	Market Rent	Market Rent	Z	22.50		22.50
561	24/11/2025	Market Rent	Market Rent	Z	81.00		81.00
		Subtotal for Code:	Market Rents		£342.00		£342.00

Code Number 121 Farmers Market Rent

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
508	05/11/2025	Farmers Market	Farmers Market	Z	40.50		40.50
		Subtotal for Code:	Farmers Market Rent		£40.50		£40.50
			10 Markets		382.50		382.50

Cost Centre 11 Open Spaces

Code Number 188 Precept

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
445	30/10/2025	Precept	Broadland District Council	Z	79,614.00		79,614.00
		Subtotal for Code:	Precept		£79,614.00		£79,614.00
			11 Open Spaces		79,614.00		79,614.00

Cost Centre 12 Events

Code Number 177 Christmas Events

Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
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495	31/10/2025	Christmas	Xmas Stall Holder	Z	45.00	45.00
498	03/11/2025	Christmas	Xmas Stall Holder	Z	40.00	40.00
524	04/11/2025	Christmas	Xmas Stall Holder	Z	20.00	20.00
533	07/11/2025	Christmas	Xmas Stall Holder	Z	40.00	40.00
538	06/11/2025	Christmas	Xmas Stall Holder	Z	40.00	40.00
549	13/11/2025	Christmas	Xmas Stall Holder	Z	50.00	50.00
562	24/11/2025	Christmas	Xmas Stall Holder	Z	10.00	10.00
563	21/11/2025	Christmas	Xmas Stall Holder	Z	10.00	10.00
564	24/11/2025	Christmas	Xmas Stall Holder	Z	15.00	15.00
565	24/11/2025	Christmas	Xmas Stall Holder	X	30.00	30.00
566	24/11/2025	Christmas	Xmas Stall Holder	Z	15.00	15.00
572	21/11/2025	Christmas	Xmas Stall Holder	Z	10.00	10.00
573	21/11/2025	Christmas	Xmas Stall Holder	Z	15.00	15.00
		Subtotal for Code:		Christmas Events	£340.00	£340.00
				12 Events	340.00	340.00

Cost Centre 13 Churchyard

Code Number 201 Precept

Vchr. Date

445 30/10/2025

Description

Supplier

Vat Type

Net

Vat

Total

Precept

Broadland District Council

Z

8,187.00

8,187.00

Subtotal for Code: Precept

£8,187.00

£8,187.00

13 Churchyard

8,187.00

8,187.00

Cost Centre 14 Street Scene

Code Number 189 Precept

Vchr. Date

445 30/10/2025

Description

Supplier

Vat Type

Net

Vat

Total

Precept

Broadland District Council

Z

16,250.00

16,250.00

Subtotal for Code: Precept

£16,250.00

£16,250.00

14 Street Scene

16,250.00

16,250.00

TOTALS

£8,115.48

£191.17

£8,306.65

Aylsham Town Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	5,312.93	-444.14	1,088.13	1,912.53	5,693.19
Cittaslow	573.76				573.76
Community Events	7,200.00				7,200.00
Christmas Decorations	1,820.26				1,820.26
Election	2,500.00				2,500.00
Marquees	1,638.26		1,371.22	294.27	561.31
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	24,769.35				24,769.35
Open Spaces	70,400.00				70,400.00
Highway Verges	14,102.88	-14,102.88			0.00
Recreation Ground	50,000.00		2,251.00	16.00	47,765.00
Churchyard	46,000.00	9,505.00			55,505.00
Street Furniture	7,853.50				7,853.50
Allotment Deposits	6,685.00				6,685.00
Hall Hire Deposit					0.00
CIL	31,668.36				31,668.36
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	1,148.67				1,148.67
Communications	4,730.00	-1,470.00			3,260.00
In House Grass	10,000.00	-10,000.00			0.00
Boiler Reserve	29,903.63				29,903.63
Climate Group	909.00				909.00
ACE Events			149.68	893.50	743.82
CIL 2025.2026		33,952.20			33,952.20
Transport Hub Reserve			7,729.25	10,000.00	2,270.75
Total Earmarked	368,315.60	17,440.18	12,589.28	13,116.30	386,282.80
TOTAL RESERVE	368,315.60	17,440.18	12,589.28	13,116.30	386,282.80
GENERAL FUND					204,806.14
TOTAL FUNDS					591,088.94

Meeting of Aylsham Town Council

Item 12 – Finance

e) To note schedule of reserves and agree amendment to Events reserve or revenue budget

The earmarked reserves budget for events is currently recorded as £7,200. As part of the budgeting process for 25/26, it was anticipated that this reserve would close on 31st March 2025 at £7,700 (with an opening balance of £7,200, £2,000 income being moved into it, and £1,500 expenditure moving from it).

The revenue budget in the accounts is showing as a budgeted expenditure of £7,700 whereas the budget documentation agreed by councillors shows a precepted events budget of £2,000. Therefore, it is of the belief that the £7,700 has been accounted for twice, both in revenue and reserves.

Further work is required on the reserves for deposits for allotments and hall hire.



Aylsham Town Council

Internal Scrutiny Report For the quarter period 2025/26 Q1: April - June 2025

The Internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

Check Required	Date Check Completed	Result of Check		Report Result to Council Meeting
		Satisfactory	See note	
Bank reconciliation of accounts.	11th November 2025	Yes		3rd December 2025
INCOME: Invoices, Receipts and Bank Statements	11th November 2025	Yes		3rd December 2025
EXPENDITURE: Invoices and Bank Statements for: 1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns	11th November 2025	Yes		3rd December 2025
	25th November 2025	Yes		3rd December 2025
	25th November 2025	Yes		3rd December 2025
Notes: The checks found the records to be well produced and accurate.				

Signed: CFL

Name: C Fletcher

Date: 25th November 2025



Aylsham Town Council

Internal Scrutiny Report For the quarter period 2025/26 Q2 July - September 2025

The Internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

Check Required	Date Check Completed	Result of Check		Report Result to Council Meeting
		Satisfactory	See note	
Bank reconciliation of accounts.	11th November 2025	Yes		3rd December 2025
INCOME: Invoices, Receipts and Bank Statements	11th November 2025	Yes		3rd December 2025
EXPENDITURE: Invoices and Bank Statements for: 1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns	11th November 2025	Yes		3rd December 2025
	25th November 2025	Yes		3rd December 2025
	25th November 2025	Yes		3rd December 2025
Notes: The checks found the records to be well produced and accurate.				

Signed: CFL

Name: C Fletcher

Date: 25th November 2025

Meeting of Aylsham Town Council

Item 12 – Finance

e) To appoint internal auditor

The Town Council has had the same internal auditor since the 23/24 financial year. Proper Practices state that ‘There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence’

Proper practices state that the Town Council should appoint an internal auditor based on the following:

Selecting and appointing an internal audit provider

In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence.

There are various ways for an authority to source an internal audit service, for example:

- Purchasing an internal audit service from a local firm or specialist internal audit practice with an understanding of the local government legal framework;
- Purchasing an internal audit service from a principal local authority;
- Engaging a competent internal auditor with sufficient organisational independence to undertake the role;
- Appointing a local individual or a member of a panel of individuals administered with appropriate safeguards and segregation of duties by a local association affiliated to NALC, SLCC or ADA.

There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:

- understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets;
- understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of relevant principles and practice of financial and other risk management;
- understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite);

- awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities; • awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority;
- for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue-generating activities. Independence

Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.

A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual.

Quotes have been sought from companies that would satisfy these requirements. It is recommended that the Town Council has an interim audit and a year end audit and prices are based as such

Heelis and Lodge	£795
Per Pro Services	£45 per hour (anticipate £270 each for an interim and year end audit) Anticipated total £540
PATAS	£395 for year end audit (no quote for interim)
Local Council Consultancy	£100 admin fee + £700 for audit service

Consultants were located here <https://internalauditforum.org.uk/internal-audit-directory/>

Meeting of Aylsham Town Council

3rd December 2025

Item 13 – Neighbourhood Plan

a) To receive report from the Neighbourhood Plan group and consider appointment of Neighbourhood Plan Consultant and Funding Thereof

The steering committee have considered the task plan required to get the review completed in time for the GNLP to be revised (2027). The Broadland DC meeting on LGR and NPs attended by Chris Tilley emphasized the urgency with which Towns need to act to protect their area from development that is not of the type or with the required infrastructure for Aylsham. The Steering Group is putting in lots of effort, but it was agreed that the deadline would not be achieved without considerable technical input. The Steering Group would like to appoint the winning consultant from the consultant presentations help prior to the removal of Locality funding. The Steering Group will define a tight brief for the work and maintain project tracking to ensure deadlines are met.

The previous estimate for cost of consultant led NPR was of the order of £35,000. There remains potential grants from BDC of £3-6k. We also want to have a very specific NPR that essentially identifies a long term local plan incorporating housing needs assessment and design code. The Steering Group proposes using some CIL funding now to get this NPR completed in the next 12 months. Would the council consider allocating £30,000 to this project.

b) To Consider Feedback from Neighbourhood Plan Group on Broadland District Council Design Code Consultation

The Design Code for South Norfolk and Broadland councils which is currently being consulted upon, can be found here: <https://www.southnorfolkandbroadland.gov.uk/asset-library/design-code-for-south-norfolk-and-broadland-district-council.pdf>.

The Neighbourhood Plan group has kindly provided the following comments:

p.2 Intro. ...”are sympathetic to local character while not preventing or discouraging appropriate innovation or change.” Problematic, vague sentence which seems to me to be contradictory.

p.7 Are we definitely defined as a “main town?”

p.8 Healthy Homes. “...Depending on the location of the site....if public transport or cycling are an option, these should be optimised.” Thinking in terms of Aylsham and this wording,

this does not look to me like there would be any chance of Sanders routes through housing developments, as that hasn't happened so far. "Should be optimised" is vague and means the answer from bus companies can always be no.

p.18 "creating a neighbourhood" seems woolly. Eg "responding to local heritage" – what does that mean to a developer?

"creating key spaces" - ????

A danger that these vague, comforting phrases are just not specific or clear enough.

p.25 Primary street "will likely host some non-residential uses such as shops". Shouldn't there be an actual requirement for some shop units where a development is not near the centre of the town, in order to prevent yet more use of cars to shop? "will likely" is again too woolly.

p.29 N5.2 "Development must be designed..." etc. Example given says "might include a village hall or community centre". Might or must? Feels like creating a covered community space within a large development should be a must.

p.40 N12.6 "Must make arrangements for long-term management, stewardship and maintenance....in collaboration with local authority officers." Bearing in mind our negative experience with Willow Park and noticeboard, should it be "agreement" rather than "collaboration"?

p.43 N15.3 Why "should" and not "must"? These things are essential to support biodiversity!

p.46 Marker buildings. Not clear about the efficacy of this? Is it to discourage uniformity of building style (which is covered elsewhere)?

p.66 H7.2 "Close board fences in this situation are not permitted." Is this new? Implications? So if someone moves in and erects some close board fencing AFTER completion, what then? (eg. The new houses on Gas House Hill, which were architect designed with open frontage and have now all been fenced in.)

p.72 H11.1 and H11.2 PVs (solar panels) "should...etc" Shouldn't this be "must"? When is it not "appropriate and technically feasible"? Feels a bit like a loophole for developers is being created.

p.76 H15.1 and H15.2 As note above.

Green infrastructure, open green spaces, allotments, sustainable drainage (especially as development goes towards the Mermaid), streams, ponds, wooded areas are an absolute must for the positive impact on health, child development, nature and biodiversity, and the planet. All of this is increasingly supported by research and evidence, also supported by the medical world, prescribing out doors, gardening etc as better than pills. Green spaces also help to reduce social isolation and with a growing ageing population this is going to be a

major problem. The developer can't just rely on private gardens to fulfill their green space agenda, it has to be open green space accessible to the public. there should also be street trees, important for soaking up carbon monoxide and also for giving shade in an increasingly hot climate.

Developments should put the pedestrian and cyclist first, making the built environment easy for them to move around in, pleasant place to be, not constantly dodging cars.

Most of this is actually enshrined as a duty in the Environment Act of 2021, where it states that we have a duty to enhance as well as conserve Biodiversity.

I looked at the Broadland design plan and basically it is promoting a justification to continue using bricks, Bricks/cement are massively damaging to the environment. We should be looking to build homes that are not damaging, like homes out of wood, I know Chris has his doubts about this but being half Swedish I have spent time in wooden houses in the North of Sweden and they are so well insulated that even in the depth of winter you can wear a tee-shirt inside with very little or no heating on. We are building for the next hundreds years we need to think outside the box, put the needs of people and the planet above a quick buck. Also I think that parking should not be in front of everyone's house but maybe in a carpark behind the houses, maybe every 6 or 8 houses, leaving the front open for communities to meet in , children to play etc. There is a really good development at Warham where Homes for Wells has built a small estate of passiv houses, I think about 20 and it is a really pleasant and safe environment. We spoke to a resident who said it was a lovely place to live and the house was so well insulated that it cost nothing to heat.

1. No mention of cellular infrastructure – either in terms of signal coverage needing to be planned for in large housing developments or in terms of the introduction of 5g through shared provider infrastructure – Aylsham has massive dead zones for this
2. Similarly, hard wired broadband isn't mentioned once and while we might assume that this will be provided, it is planned infrastructure, and it requires the engagement of both OpenReach and Virgin Media + unbundled providers to ensure fair competition is available without an enforced monopoly.
3. One of the main beefs that the towns extant NPP has (page 35 insert) is regarding sewerage connectivity and proper planning so that connectivity and capacity are ensured prior to occupancy – least the Woodgate estate incident happen again. Yet 'Sewer' or treatment works capacity planning does not appear once in the draft.
4. There is no discussion of road surfacing and over-use of asphalt, which you may be starting to glean is a bug bear of mine – I would like to have a whole discussion on this for

NPP/transport and there is too much to go into here, but there are far better ways to do things – including designing so not to put service access and inspection in the middle of roads.

5. I do not like that on page 51 it states that “Segregated cycle lanes may be provided on a primary street”. All distribution roads MUST have segregated cycle paths in new developments

6. The term “Light pollution” doesn’t appear

7. It doesn’t touch on or cover medium-to-light commercial use and does not specify the encouraging of mixed-use neighbourhoods at all – i.e. walkability to a pint of milk. The only reference to “mixed-use” is on page 50 and refers to existing areas that require highway improvements

8. The term “bus stop” doesn’t appear once... Surely there are accommodations for safety, location, accessibility, bike storage, walkability, weather shelters to consider

9. The term “EV charger” doesn’t appear at all either in the context of share and community facilities or in terms of providing 3-phase power to enable residents to fast charge at home (as I said at the transport meeting, we are on the cusp of starting to see 3-phase retrofitting coming to accommodate larger solar installs, home battery installs, heat pumps in larger properties and EV charging)

10. I cannot see any statements on ensuring maximised south/east/west roof aspects to permit optimal solar installation into rooflines

The evidence

I am not convinced there has been enough public consultation in producing the code, given the strong commitment to 'engagement':

'Speaking to local communities is an important source of information about how places are used, and function on a day to day basis based on their lived experience.'

'Speaking to' is not the same as collecting 250 online pieces of feedback.

Commercial/industrial

I was surprised that there is no real integration of commercial and industrial development with planning for homes. I appreciate that the code is aimed at home building but in the case of Aylsham there is a very real historical and economic necessity to see this town as a coherent whole and not just as a satellite - a dormitory for Norwich. The code is not good enough when it comes to seeing these two aspects (employment and homes) in a good context.

Longer term

I support the key principles in the code and I recognise that they need to be interpreted with an eye to the long term. So, illustrations of 'green spaces' as a large patch of grass with one lone silver birch tree are not as convincing as a view of mature woodland. Nevertheless, there is a strong recognition that local people need to have access to views of landscapes; that street views should be comforting to see; rooflines must be interesting and attractive; we need storage for bicycles and places to walk our dogs. Planning needs to be imaginative and to think long term; to be holistic and to lead to buildings which both nourish the eye and are pleasing and sustainable to live in.

c) To Consider Response to GNLP Green Infrastructure Strategy SPD Consultation

The consultation document can be found here:

<https://democracy.southnorfolkandbroadland.gov.uk/documents/s12941/251021%20Greater%20Norwich%20Green%20Infrastructure%20Strategy%20SPD%20APP%20A.pdf>

(please not numerous reference's to Aylsham in this document)

d) To Consider Response to the GNLP Sustainable Communities SPD Consultation

The consultation document can be found here:

https://www.norwich.gov.uk/downloads/file/11088/draft_gnlp_policy_2_sustainable_communities_supplementary_planning_document

Meeting of Aylsham Town Council

3rd December 2025

Item 14 To Consider Response to Government Consultation on Unitary Model(s)

This statutory consultation seeks views on the proposals that the Ministry of Housing Communities and Local Government (MHCLG) has received following the Secretary of State's invitation to councils in Norfolk and Suffolk to submit proposals for unitary local government for their areas. You can find full details of the consultation, including a privacy statement, at: [Local government reorganisation in Norfolk and Suffolk - GOV.UK](https://www.gov.uk/government/consultations/local-government-reorganisation-in-norfolk-and-suffolk)

The 3 proposals in this consultation were made by the following councils on 26 September 2025:

Proposals from Councils in the Norfolk Area

1. Norfolk County Council proposed one unitary council across the whole of the area of Norfolk comprising the current district areas of:

- Breckland, Broadland, Great Yarmouth, King's Lynn and West Norfolk, North Norfolk, Norwich, and South Norfolk

You can find the proposal at: www.norfolk.gov.uk/onecouncil

2. South Norfolk District Council proposed 2 unitary councils across the whole of the area of Norfolk comprising the current district areas of:

- **East Norfolk:** Broadland, Great Yarmouth, Norwich, and South Norfolk
- **West Norfolk:** Breckland, King's Lynn and West Norfolk and North Norfolk.

You can find the proposal at: [South Norfolk Council: Local Government Reorganisation \(LGR\) in Norfolk | Broadland and South Norfolk](https://www.south-norfolk.gov.uk/consultations/local-government-reorganisation-lgr-in-norfolk-broadland-and-south-norfolk)

3. Breckland District Council, Broadland District Council, Great Yarmouth Borough Council, King's Lynn and West Norfolk Borough Council, North Norfolk District Council, and Norwich City Council, proposed 3 unitary councils. This includes a request to modify the proposal to split existing districts between the new unitary councils:

- **West:** Breckland, and King's Lynn and West Norfolk (plus 9 parishes from South Norfolk).
- **Norwich:** Norwich, (plus 19 parishes from Broadland and 16 parishes from South Norfolk).
- **East:** Broadland (less 19 parishes), Great Yarmouth, North Norfolk, and South Norfolk (less 25 parishes.)

You can find the proposal at: <https://www.futurenorfolk.com/people-place-progress>

For each of the 3 proposals, the consultation asks whether the Town Council strongly agrees, somewhat agrees, neither agrees or disagrees, somewhat disagrees or strongly disagrees with the following questions:

1. To what extent do you agree or disagree that the proposal suggests a council that is based on a sensible geography and economic area?
2. To what extent do you agree or disagree that the proposed council will be able to deliver the outcomes they describe in the proposal?
3. To what extent do you agree or disagree that the proposed council is the right size to be efficient, improve capacity and withstand financial shocks?
4. To what extent do you agree or disagree that the proposed council will deliver high quality, sustainable public services?
5. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?
6. To what extent do you agree or disagree that establishing the council in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?
7. To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?
8. Any other comments

via e-mail
info@aylsham-tc.gov.uk

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

Your Ref:
Date: 26 November 2025

My Ref: 9/5/23/3003
Tel No.: 0344 800 8020
Email: laura.vincent2@norfolk.gov.uk

Dear Sir or Madam

**Development at Burgh Road, Aylsham
By Hopkins Homes**

The County Council will not accept responsibility for street lighting on this estate as it is considered that there is no highway need.

If your Council requires lighting and wishes to accept its future responsibility then it must be to a footway lighting standard (where no street lamp is mounted above 13 feet (3.9 metres), or where no street lamp is mounted more than 20 feet (6 metres) above ground level and there is at least one interval of more than 50 yards (45.75 metres)) between adjacent street lamps in the system), but the actual positions and equipment used is your Council's decision subject to the County Council's approval as Highway Authority.

Would you please complete the attached form and return it to me in order that I may know your Council's requirements.

Yours faithfully

L Vincent

Laura Vincent
Electrical Services Technician

Encl.

Continued.../

To: Highways Maintenance Manager
Infrastructure
County Hall
Martineau Lane
NORWICH
NR1 2SG

For the Attention of the Street Lighting Section

Development at Burgh Road, Aylsham
By Hopkins Homes

Please select which statement applies to your Council, as the local lighting authority:

(Please tick one statement only)

The local lighting authority does not want street lighting to be installed on the above development.	
The local lighting authority would like street lighting to be provided on the above development and wishes to accept responsibility for it. The lighting will be designed and installed to a footway lighting standard.	

Name (Print): _____ Signed: _____

On behalf of the local lighting authority

You may wish to keep a copy of this for your records.

Meeting of Aylsham Town Council

13th December 2025

Item 16 - To Consider Replacement of Town Planters

The Town Council is coming under increased pressure to replace the planters in the town. These were purchased during lockdown and, being of softwood, have perished considerably and many are now beyond repair.

Discussions have been had with the Community Shed and it is possible that this group can make these planted from hardwood at a cost of £259 per planter (the cost of materials).

A National Lottery grant was submitted for this project, but regrettably was not successful.



Minutes of the **Aylsham Climate Emergency** Group Meeting held on 3rd November 2025



Present:

Grizelda Tyler (Chairman)
Kate Mackenzie

Sue Catchpole
Kay Montandon

Adam Curtis
Yvonne Stewart

Also Present: Faye LeBon (Town Clerk) and two guests.

1. To Receive Apologies for Absence

Apologies were noted from Cheryl Bould, Bryce Davies, Jenny Haycocks and Heather Walters.

2. To Receive Declarations of Interest and Requests for Dispensation

None received.

3. To Agree the Minutes of the 6th October 2025

The minutes of the meeting held on 6th October 2025 were **agreed** as a true record of the business conducted at the meeting.

4. To Note Matters Arising from the Minutes, not Included on the Agenda

None raised

5. To Receive Feedback on Brainstorming Session on 25th October

Grizelda reported that the meeting was very productive with 15-20 people in attendance. The following was discussed:

- To retain the current website and keep it updated. An events column and a 'things to do' panel on the home page would be helpful. It was important to keep giving Pat Prekopp information to keep the website updated.
- To remain part of the Town Council but to assess this annually.
- To have an article in Just Aylsham on a regular basis. Groups should be on rota to ensure information is sent to Pat on a regular basis, although there should be flexibility in this rota should one group be in a position to have more information to publish.
- A discussion was had about the name 'ACE'. There was no proposal to change it yet, but to keep it under review.
- Awards could be considered to encourage people to help meet climate objectives.
- Carbon footprint training should be considered.
- A cost saving seminar, to include cost saving though energy efficiency methods is being proposed to the Town Council on Wednesday. This is linked to the Neighbourhood Plan and the design of houses.

- Letters to businesses should be considered to ask for positive stories of how they are trying to combat climate change and what they propose to do in the future. The good news stories should be promoted.
- Given the popularity of the films put on by ACE, Yvonne will put in a proposal for a further 4 films. Riverlands attracted 88 people. At the next film on 6th February there will be more promotional material for ACE, including leaflets on chairs.
- Sue stressed that it was important to make sure any Neighbourhood Plan policies carry through to the Unitary council when created. It was also noted that Broadland and South Norfolk council is consulting on its Design Code SPD. It would be useful if the Town Council could respond to this.
- Yvonne had circulated the RHS report on the 'State of Gardening 2025'.

6) To Receive Update on Hedge Planting at the Old Station Yard

Adam reported that he has submitted an application for trees in the Old Station Yard to the Network Rail Tree Planting Fund. This is a joint application with Corpusty to maximise the grant, with approximately 870 trees requested. Adam will press for a response to the grant application. If successful an appeal will be made for volunteers to plant the trees and make it into a community event. People can be encouraged to 'Bring Your Own Spade' and consideration should be given to asking if Rev. Cannon Julie Boyd is available to bless the hedge. It was noted that a register needs to be made of everyone attending so that there are sufficient trees for everyone to plant. Ideally the trees will be planted in January or February.

The Town Council grounds team will clear the fence.

It was noted that there are larger schemes in operation should Aylsham wish to team up with surrounding villages. Up to £40,000 can be applied for, with the District Council acting as the bank for these large projects.

7) To Agree Application(s) to Broadland District Council's Future Fund for Nature and other Green Infrastructure Funding.

The Clerk explained that whilst the maximum application under the grant scheme was £5,000, Aylsham would be permitted to apply for more as there is currently £10,900 in green infrastructure funding resulting from development in Aylsham.

Kate had drafted a proposal for an Aylsham Town Nature Walk, a circular walk starting at the market square and taking in the church yard, the community garden, Paupers' Graveyard, Marriott's Way, Henry Page Road verges, Jewels Lane and finishing back at the market square. Any existing longer walks can also be signposted. Information boards and QR codes would be required at each site so that the information at each site can be kept live. Leaflets would also be produced and seating was discussed.

Accessibility was emphasised as was the relevant Public Liability insurance.

The inclusion of a Miyawaki Forest was considered but it was felt that this could be included in a future application.

The Clerk will send details of the recycled plastic bench that was recently considered for the churchyard.

It was agreed that Kate would complete this application, with the Clerk signing it off as the Town Council holds the bank account.

8) To Receive Update on Tree Warden for Aylsham

Helen Bowman has recently attended a Nature and Biodiversity meeting and is keen to become more involved, particularly in relation to the copse.

9) To Agree Actions or Updates on Planned Events

Kay has created a proposal to take to the Town Council on Wednesday about a cost saving seminar to be held on a Saturday in the new year. This will include cost savings through energy efficiency.

After the success of the recent films, Yvonne will book in additional dates with the Town Council.

10) To Receive Group Updates

Nature and Biodiversity

Updates had already been provided on:

- The tree warden
- The Future for Nature bid
- Information about gardens
- Extra films

Waste

Grizelda and Kay helped with the mangling on Saturday at the Food and Craft market.

Transport and Energy

Kay reported that Norfolk County Council had provided indicative plans of improved bus facilities in the market place. The plans had not received support from the business community due to the loss of car parking spaces, therefore were not taken forward.

Gordon Clarke and Time Briscoe had been working on alternatives, which would be put before Norfolk County Council to see which ones were feasible from a highways perspective. After this, a consultation would be held with the public.

Kay had spoken with the community shed about the condition of the planters in the town. It is anticipated that the community shed could replace the planters at a cost of £259 each.

11) Finance

a) To receive update on ACE budget

The Clerk provided an update on the ACE budget in both the earmarked reserves and the revenue budget, along with committed funds.

The Clerk reported that, after receiving professional advice, changes would have to be made to the way tickets are accounted for as they attract a VAT liability.

b) To consider items for the ACE budget 2026/2027

Discussions occurred regarding moving any unspent funds in 25/26 to earmarked reserves, so as to be available for 2026/2027.

c) To consider projects for the Veolia Sustainability Fund

It was reported that an application was submitted in time for the deadline of 30th September, for a project to utilise an allotment for the benefit of the Community Cupboard. A response is awaited.

12) Items for Future Agendas

New films

Cost saving event

13) To Agree the Date of the Next Meeting as Monday 1st December 2025 at 7pm

This was ***agreed***.

There being no further business the meeting was closed at 8.25pm.

Signed _____

Date _____

DRAFT



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON MONDAY 24th NOVEMBER AT 12.00PM

PRESENT: Kay Montandon (Chair) David Anderson
Julie Boyd Kevin Cunnane
Mary Evans Mathew Martin
Wendy Sadler

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Andy Bell, Aylsham Town Council Groundsman.

1. To Receive Apologies for Absence

None received.

2. To Receive any Declarations of Interest and Request for Dispensation

None raised.

3. To Agree the Minutes of the Meeting of 13th October 2025

The minutes from the previous meeting held on the 13th October 2025 had been circulated. Subject to an amended to item 8 to recognise the work of church volunteers, these were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

None raised.

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

No matters raised.

6. To Receive Initial Report on the Church Wall and consider Resulting Options

Andy reported that it is hoped that support would be received from the neighbouring property to resolve the matter. The committee felt that it would not be unreasonable to make all efforts to protect the neighbouring property throughout any proposed works, and to make good if any damage was to occur.

There were two options presented for consideration. The committee agreed that option two, which would entail more extensive works but result in an anticipated longer lifespan of the wall, was the preferred option. This being:

To dismantle the top of the wall over the length of 4No. panels and 4No. piers and rebuild it closer to plumb off the retained existing and cleaned wall base from above plinth offset level. This is an approximate height of up to 1.4m measured from the top and applies over a length 12.5m. Carry out localised repairs to the plinth brickwork.

The new wall top would be built of an appropriate soft red brick and hydraulic lime mortar, Grade 2.0 to the main body of the wall and Grade 3.5 to the coping, and mixed at a ratio of 1:2½ with sharp sand. It is unlikely that many of the bricks will be suitable for salvage and reuse as many have perished, and it should be assumed that new bricks of a matching types will be required, laid to a matching bond, and mortar joints finished flush to match.

Quotes for fee proposals for drawings, a specification and project management are to be obtained.

7. To Receive Update to Improve Drainage at School House Lane Entrance.

The builder who had originally quoted for the works has been unable to programme in a date. Alternative builders are to be sought due to the urgency of the works due to the repeated inclement weather.

8. Ground Maintenance

a) To Receive Update on Completion of Memorial Garden Project

Excluding plants, costings were provided for the project.

It was agreed to proceed with the project, excluding the bench and the plaques which would be budgeted for in 2026/2027. This would ensure that the prepared ground would not become overgrown again.

Julie confirmed that a faculty had been submitted for the bench.

During the meeting it was established that a faculty would not be needed for the aggregate and edging, however one would be needed for the plaques.

b) To Receive Update on the Maintenance of the Repton Grave

Andy confirmed that the Japanese Holly had been planted. The committee thanked Andy and the local volunteer who had both worked hard on this project to make this area of the churchyard much more aesthetically pleasing and respectful of the grave.

9. To Receive Update on Night Silencer for the Church Clock

It was reported that the clock has been repaired so that it now chimes accurately.

The night silencer had failed over the weekend due to a power failure, however, this has now been rectified. Members of Town Council staff had been given training on how to reset the clock in the event of a future power failure. This will be recorded on the Town Council's server so all members of staff have access to it.

10. To Receive Update on Repairs / Replacement Fencing at the Paupers' Graveyard

It was reported that the gate was removed to detract from the area being used to exercise dogs, however this has made no impact on the level of dog waste being found. New sign designs from Broadland District Council have been issued, so a sign can be made up for the area.

A report has been made to Broadland District Council's street cleaning team to ask for assistance in enforcing their public spaces protection order in relation to dog fouling.

It was **agreed** that the gate would be put back on and the gate locked for a trial period. Signage would be installed to explain why this had been done, however access could be arranged through the Town Council. This could be publicised in Just Aylsham.

It was agreed not to budget for the ornate gates in 2026/2027, but to consider this further in the five year plan.

11. Budget

a) To Consider Items for the 2026/2027 Budget

The budget for 2026/2027 to put forward to full council was **agreed** as:

Budget Line	25/26 Budget	Actual to date	Proposed 26/27 Budget
War Memorial	£100	0	£250
Wall Repairs	£4,000	0	£9,000
Footpath Repairs			£1,000
Clock	£300	£280	£600
Memorial Garden			£1,000
Lychgate	£100	0	£500
Repairs and Maintenance	0	£14.52	£250
Grass Cutting & Grounds	£1,015	£676.67	£1056
TOTAL	£5,515.00	£971.19	£13,656.00

It is anticipated that the wall repairs budget will be expended this year due to professional fees. If not, it will be moved to the church wall earmarked reserves.

Andy will arrange for the levelling of the existing shingle, to better establish how much is required under the footpath repairs budget

b) To Consider any Projects for the 5 Year Aylsham Master Plan

Lychgate. The Clerk will try to locate the previous Lychgate survey.

Long term ambitions for the Paupers' Graveyard.

Lighting for the pathway.

Continue with the church wall.

12. To Note Items for Information or for Inclusion on a Future Agenda

Wendy advised the dates for the Aylsham in Bloom Open Gardens were 27th and 28th June 2026. It would be good if the memorial garden could be added to the list of gardens open to visit.

13. Date of Next Meeting

The next meeting will be Monday 19th January 2026 at midday, at St Michael's Church.

There being no further business the meeting was closed at 1.10pm.

DRAFT



MINUTES OF THE MEETING OF THE **PLANNING COMMITTEE** HELD AT THE TOWN HALL, ON THURSDAY 13th NOVEMBER 2025 AT 10am

PRESENT: David Anderson Mary Evans
 Kay Montandon Pat Prekopp

In the absence of Trevor Bennett, it was **agreed** that Kay Montandon should chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett and Catherine Fletcher.

2. To Receive any Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the 13th October 2025

The Minutes of the meeting held on 13th October 2025 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 Receive Updates on Existing Applications

Updates to previous applications under consideration by Broadland District Council were noted follows:

Reference	Address	Details	Town Council Response	Status
2024/3376	47 Cawston Road NR11 6EE	Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1no dwelling (class C3)	No Objections	Approval with conditions
2024/3433	Shepherds Huts Green Lane Off	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and	No Objections	Pending

	<i>Banningham Road</i>	change of use of land (retrospective)		
2024/3764	20 - 22 Market Place NR11 6EL	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending
2025/1103	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
2025/1104	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	Pending
2025/1097	15 Red Lion Street NR11 6ER	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending
2025/1748	<i>The Retreat, 40 Hungate Street NR11 6AA</i>	Re-design and update of the current buildings on site and change of use to C3	No objections	Pending
2024/3707	20-22 Market Place NR11 6EL	AMENDED APPLICATION Installation of 2 louvres intake and extract within top section of windows to side elevation	Queries have arisen as to the application: 1) The noise guidance report cites policies in North Norfolk District Council's local plan. As this application is within the District of Broadland, do the noise levels comply with the relevant local planning policies? 2) Whilst the whole of the building is Grade 2 listed, the opposite side of the building where development is proposed is a lot less aesthetically pleasing and has significantly less footfall, only serving a car park. Whereas the footfall on the side of the building to be developed leads to	Pending Certificate of Lawful Development issued for minor repairs and maintenance to the exterior of the building 2025/2507

			Grade 1 listed church and a market place surrounded by listed buildings. Given the local strength of feeling, is there any merit to a system which will allow the intake and extract to be on the opposite side of the building?	
2025/2579	34 Mill Row. NR11 6HZ	Listed Building Consent Internal alterations to the attached granary to create ground floor bedroom, lobby and shower room and first floor ensuite bathroom and store.	No objections	Approval with conditions
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 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.	Pending
2025/2675	The Grange, 11 Cromer Road, NR11 6HE	Notice of Works to Frees in Conservation Area T1 swamp cypress remove split and	No objections	No objections

		damaged branches crown clean/thin 25% T2 mulberry reduce weight from remaining stem by 2,5 meters before 8.5 after 6m		
2025/2279	Lark Rise, Heydon Road, NR11 6QT	Alterations to existing porch and installation of 2 new dormer windows to front extension. Demolition of chimney and conservatory. Construction of replacement covered area. New rooflight to rear extension.	No objections	Approval with conditions
2025/2757	11 Cawston Road, NR11 6EB	Alteration and extension of dwelling to rear with new PV panels and roof. New garden room annexe to rear of the garden.	No objections	Approval with conditions
2025/2587	1-21 Joseph Clover Court	UPVC/Timber window and composite door replacement	No objections	Approval with conditions
2025/2970	26 Jannys Close, NR11 6DL	Single storey side and rear extensions	No objections	Pending
2025/3009	Clyde Cottage, 14 Cromer Road, NR11 6HE	Listed Building Consent Rear extension and remodelling works to the existing ground floor room	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
2025/2777	Abbots House, 25 White Hart Street, NR11 6HG	Repair/replace existing sashes to all windows	No objections
2025/3401	15 Red Lion Street, NR11 6ER	Demolition of redundant outbuildings and erection of new single-storey building.	No objections

2025/3276	17 Millgate, NR11 6HX	Internal alterations and change one window into a set of small double doors	No objections
2025/3329	3 Holman Road, NR11 6DD	Removal of existing conservatory to rear, proposed wrap around ground floor extension and redesign to front porch area. Cladding of the existing house in a mixture of brick, render and timber.	No objections

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

Reference	Address	Details	Committee Decision
2025/3063	The Cottage, Petersons Lane, NR11 6HD	Replacement of existing sheds with a new shed.	No objections

The committee also discussed screening and scoping requests (2025/2663 and 2025/1631) for a proposed anaerobic digester in Oulton. Although there has been no formal planning application made, concerns were raised about the traffic impact on Aylsham in the form of lorry movements in and out of the site. The Clerk has contacted the planning officer involved in the screening and scoping decisions to find out more information and ensure Aylsham Town Council is involved in the consultation.

8. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

There was no update on the development. The Town Council's planning consultant was in correspondence with Kingspan about the feasibility of solar panels over some of the parking spaces at the Transport Hub.

b. Burgh Road Site.

There was no update on the development. The Clerk had sent in a Freedom of Information request regarding information about the Section 106 negotiations. The request was currently on hold as Broadland District Council had asked for further clarification. The Clerk is to clarify that the request also covers representatives acting on behalf of Broadland District Council, including their solicitors.

9. Budget

a. To Consider any Items for the Budget 2026/2027

Legal fees to challenge the GNLP should any aspect of the proposed plan not be acceptable for Aylsham.
Neighbourhood Plan.

b. To Consider any Projects for the Aylsham Master Plan

Pat Prekopp suggested a new Civic Centre.

There had been no update on the planning application for the former Barclays Bank.

10. To Receive Update on the Neighbourhood Plan

Kay Montandon had met with two members of the public to discuss ideas about community consultation. A consultation can be held at the Cost Saving Event in January. Tim Briscoe and Gordon Clarke could also consult on their ideas for traffic in the town centre at this same event.

The Clerk will send Kay Montandon the recent consultations for Broadland District Council's Design Code and for Sustainable Communities for consideration by the Neighbourhood Plan group.

11. To Consider Community Resilience Planning.

The Clerk reported that representative from Broadland District Council would be happy to attend a meeting to discuss how the Town of Aylsham would cope in an emergency. It was **agreed** that the Clerk would extend an invite to attend a future planning meeting.

12. To Note Items for Information or Future Agendas

Community resilience planning.

13. To Confirm the Next Meeting as Thursday 11th December, 10am in the Town Hall

This was **agreed**.

14. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 15 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

15. To Note Planning Enforcement Cases from the Local Planning Authority

The planning enforcement cases for Aylsham had been circulated and were **noted**.

There being no further business the meeting was closed at 11.15am

Signed _____

Date _____



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE DRILL HALL ON WEDNESDAY 18th NOVEMBER AT 2PM

PRESENT: Trevor Bennett Gordon Clarke Kevin Cunnane
Mary Evans Kay Montandon

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Gavin Watson, Maintenance Manager.

1. Election of Chairman

It was **agreed** that Trevor Bennett should Chair this committee.

2. To Receive Apologies for Absence

None received

3. To Receive any Declarations of Interest and Request for Dispensation

Gordon Clarke declared an interest in the allotments due to his partner being a tenant.

4. To Agree the Minutes of the Meeting of 8th October 2025

The minutes from the previous meeting held on the 8th October 2025 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

5. Matters Arising from the Previous Meeting, not forming part of the agenda

None raised.

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

No members of the public in attendance.

7. Town Hall

To Receive Update on:

a) Replacement Window Project

The Clerk and Maintenance Manager met with a contractor on 17th November to survey the windows. They will re-attend when they have opportunity to better survey the windows at height from the outside, and then will provide a report based upon:

- Windows requiring urgent replacement due to health and safety.
- Windows requiring urgent repair due to increasing damage being done.
- Less urgent replacement and repairs.
- Recommendations on energy efficiency for the windows.
- A rough budget figure for the programme of repairs.

A recommendation was made to paint the window sills in the council chamber to better protect them, as they have only been primed.

The contractor's report will be presented to the committee when received.

b) Replacement Dishwasher Project

The Maintenance Manager has obtained a quote of £291.66 from a local company for a new dishwasher in the kitchen. This is a Blomberg LDF30210W full size dishwasher and will sit below the existing glasswasher. The glasswasher will continue to be used for rapid cycles, whereas the dishwasher would be used for more extensive washing such as the white cups, which regularly require handwashing by Town Council staff after events. It was **agreed** that the Town Council should proceed with this purchase.

c) Replacement Boiler Project.

It was **agreed** that:

- The clerk would locate the report on the boiler replacement from approximately three years ago.
- The clerk would obtain comparable prices from consultants to look at the overall energy efficiency of both the Town Hall and Drill Hall. Gordon Clarke advised that it was important to look at the overall picture of the buildings, including materials the buildings are constructed of, the flooring and basements. Gordon will assist the clerk if required.

8. Drill Hall

a) To Receive Update on Valuations Office Correspondence

At the previous meeting it was noted that correspondence had been received by the valuations office as a result of the planning application submitted by the Boxing Club. Information has been submitted to the valuations office as is legally required. HMRC advises that a business will not pay business rates on a property with a rateable value of £12,000 or less, if that's the only property the business uses. The rateable value of the Boxing Club is £3,700 and the Dance School is £3,450. Both have advised that they have received confirmation that they have no business rates liability.

b) To Receive Update on Heating in the Drill Hall

As **agreed** in item 7c.

The committee discussed the possibility of solar panels at the Drill Hall and whether the condition of the roof would be suitable for this.

9. To Commence Committee Budget Discussion

a) To Review Rates for the Market, with effect from 1st April 2026

The current market rates were noted as follows:

Day	Pitch	Cost
Monday	Small (3 car parking spaces)	£9.00
	Medium (5 parking spaces)	£15.00
	Large (6 or more parking spaces)	£18.00
Friday	Small (3 car parking spaces)	£7.50
	Medium (5 parking spaces)	£9.50
	Large (6 or more parking spaces)	£14.00
Saturday	Marquee size (3m x 3m)	£13.50

It was noted that there was no extra charge for electricity, and all fees were collected on the day with no penalty for booking and then not turning up. There were also concerns about stall holders taking up more than their allotted space.

The Clerk had reviewed markets running successfully in other market towns and the time cost to the Town Council of taking small payments. New weekly payments were **agreed** with discounts for paying monthly, quarterly, six monthly or annually.

Day	Pitch	Cost Single Payment on the day	Monthly in advance	Quarterly in Advance	Six monthly in advance	Annually in advance
*Monday	Small (3 car parking spaces)	£15.00	£46 (£12 p/w equiv)	£126.50 (£11 p/w equiv)	£207 (£9 p/w equiv)	£368 (£8 p/w equiv)
	Medium (5 parking spaces)	£20.00	£69 (£18 p/w equiv)	£195.50 (£17 p/w equiv)	£345 (£15 p/w equiv)	£644 (£14 p/w equiv)
	Large (6 or more parking spaces)	£25.00	£80.50 (£21 p/w equiv)	£230 (£20 p/w equiv)	£414 (£18 p/w equiv)	£782 (£17 p/w equiv)
**Friday	Small (3 car parking spaces)	£10.00	£36.75 (£9 p/w equiv)	£104.13 (£8.50 p/w equiv)	£172.50 (£7.50 p/w equiv)	£322 (£7 p/w equiv)
	Medium (5 parking spaces)	£13.50	£44.92 (£11 p/w equiv)	£128.63 (10.50 p/w equiv)	£218.50 (£9.50 p/w equiv)	£414 (£9 equiv)
	Large (6 or more parking spaces)	£17.50	£63.30 (£15.50 p/w equiv)	£183.75 (£15 p/w equiv)	£322 (£14 p/w equiv)	£621 (£13.50 p/w equiv)
***Saturday	Marquee size (3m x 3m)	£18.50	£16.50	£42.63 (£15.50 per market)	£74.25 (£13.50 per market)	£143 (£13 per market)

**Prices are based on a 46 week year (4 x bank holiday Mondays plus two weeks over the Christmas period, in case the Monday falls on a bank holiday)*

*** Prices based on a 49 week year (1 x bank holiday plus two weeks over the Christmas period in case Friday falls on a bank holiday)*

**** Based on 11 markets a year*

Invoices should be paid by the 15th of the month of issue to qualify for the 'advance' discount.

Charitable stalls are currently not charged. It is proposed that this practice should continue.

It was **noted** that the market rules were last reviewed in 2015 and now bear little relevance to the way the market is run. These should be reviewed at the earliest opportunity.

b) To Review Rates for the Cemetery, with effect from 1st April 2026

It was noted that the current rates were effective from 1st April 2017

	Resident	Non Resident
Exclusive Right of Burial	£325	£650
Interment (Over age 18)	£325	£650
Subsequent Interment	£325	£650
Interment of Cremated Remains	£170	£340
New Memorial	£190	£380
Cremation Tablet	£90	£180
Vase	£90	£180
Additional Inscription	£40	£80
Searches in Records	£27	£27

It was **agreed** that services provided would be increased by 3.8% and the addition of a service for the transfer of an Exclusive Right of Burial

	Resident	Non Resident
Exclusive Right of Burial	£337.35	£674.70
Interment (Over age 18)	£337.35	£674.70
Subsequent Interment*	£337.35	£674.70
Interment of Cremated Remains	£176.46	£352.92
New Memorial*	£197.22	£394.44
Cremation Tablet*	£93.42	£186.84
Vase*	£93.42	£186.84
Additional Inscription*	£41.52	£83.04
Searches in Records	£28.00	£56.00
Transfer of Exclusive Right of Burial*	£25.00	£50.00

* Service only available when Exclusive Rights of Burial have been purchased.

It was further **agreed** that:

- Exclusive Rights of Burial would not be insisted upon to enable common graves to be purchased (although this would preclude the ability to install a headstone or allow subsequent interment(s)).
- The funeral directors would be responsible for digging all ash interment plots.
- The funeral directors would be responsible for appointing grave diggers.

c) To Consider Items for the Aylsham Five Year Plan

Items for consideration were:

- Making properties more environmentally friendly.
- Listing assets of community value.
- The future of county hall on Cawston Road. The Clerk will write a letter to the owner asking what the intentions are for the premises and if there is anything the council can do to bring it back into community use, subject to being able to look inside the property.
- The closure of Norwich Road allotment site to make way for more burial space. Only the Secretary of State can close allotments. The Clerk will try to find out if permission was sought at the time.

10. To Receive Information about Renters Rights Bill

A written report was provided to the committee. This was *noted*.

11. To Note Items for Information or for Inclusion on a Future Agenda

- A 'happy to talk' bench, giving people a safe space to chat.
- Resurfacing of the MUGA at Mileham Drive. Focussing on inclusivity.
- The gates at Mileham Drive and Wymer Drive do not prevent dogs getting in and represent a finger entrapment. The Maintenance Manager is to get quotes for self closing gates.

It was noted that the snail sculpture at St Michaels is an asset to the town.

12. Date of Next Meeting

The next meeting will be Tuesday 9th December at 11am

13. Closure of the 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 item 14 in view of the personal nature of the business to be transacted.

14. To Review Exclusive Use Leases

The exclusive use for Barclays Bank was reviewed, with all others being deferred until the next meeting.

There being no further business the meeting was closed at 4.30pm



MINUTES OF THE MEETING OF THE CHRISTMAS LIGHTS COMMITTEE HELD AT THE DRILL HALL ON TUESDAY 4th NOVEMBER AT 7PM

PRESENT:

Cheryl Bould	Town Councillor (Chairman)
Francis Dodd	Committee Member
Gill Finch	Committee Member
Mary Johnston	Committee Member
Carol Kisis	Committee Member
Tom Wilkinson	Committee Member
Jackie Young	Committee Member

Also in attendance: Faye LeBon, Gavin Watson and Andy Bell (Town Council Officers)

It was ***noted*** that the meeting was quorate.

1. To Receive Apologies for Absence

Apologies were received from Nigel Scarlett, Ian Gravenell, Carmel Stoney, Alan Groombridge, Michael Goodwin and Mitchell Philpott.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

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

No matters raised.

4. To Agree Minutes from the Meeting of 13th October 2025

The draft minutes had been previously circulated. These were ***agreed*** by the committee and signed by the Chair as a true and accurate record of the meeting.

5. To Note Matters Arising from the Meeting of 13th October 2025 (not otherwise included on the agenda)

No matters raised.

6. Event Management

a) To Appoint Event Manager

The role of the Event Manager was discussed using the detail in the Event Management Plan.

It was **agreed** unanimously that Gavin Watson should be the Event Manager for the Christmas Light installation and take down. Due to the number of volunteers to organise on the day, it was **agreed** to appoint a deputy to support the Event Manager. It was agreed that this should be Andy Bell. Tom felt that the deputy should be Francis, however it was agreed that the knowledge and skills held by Francis would best be allocated to being outside with the installation teams, rather than ensuring the paperwork is adhered to.

It was **agreed** that Gill would ensure volunteer forms are completed (the Clerk will provide a list of all forms completed in advance) and would then spot check all the barriers during the installation period.

It was **agreed** that Jackie would hand out the PPE.

b) To Review Progress of the Event Management Plan

The progress of the event management plan was reviewed. Items to be completed were:

- Social media request for volunteers (Clerk)
- Email to Cittaslow for volunteers (Clerk)
- 'A frame' ladder to be ordered (Andy)
- First aider to be sought (Gavin to ask First Responders or Kay Montandon)

The internal works were discussed and it was emphasised that the lights have to be put on the internal tree prior to any decoration starting. Access to the balcony is also required for the garlands.

c) To Review PPE Checklist

This was **agreed**.

d) To Review Equipment Checklist

It was agreed to add the following to the list:

- Key for the cover for the exterior tree.
- Sack barrow (the tyres require pumping up)

Walkie-talkies will be issued to the Event Manager, the deputy, Francis and to Gill when reviewing the barriers.

7. To Receive Information on the Fund Raising Code of Practice, relating to Christmas Lights.

A report was provided about the new Code of Practice that came in on 1st November. This primarily impacted upon the bucket collection of donations and it was agreed to order some sealed buckets.

Tom queried whether it also covered donations via card payments. The clerk advised that the code of practice did, insofar that the card payments collected had to comply with PCI-DSS (Payment Card Industry Data Security Standards). The sum up machine used is tap and go, therefore no card details are stored by the Town Council.

8. Finance

a) To Receive Updated Budget for Christmas Light 2025/2026

The Clerk reported that the budget the Town Council currently holds is:

£1,820.26 for decorations in earmarked reserves (no change).

£610.35 in the revenue budget for infrastructure. Any money not spent from the revenue budget in this financial year would be moved into earmarked reserves to ring fence it for the next financial year.

However, it was noted that there would have to be an amendment to the income from the fundraising event as, after seeking professional advice, it was determined that there was a VAT liability on ticket sales. There is no VAT liability on raffle tickets.

b) To Consider Budget Required for 2026/2027

Consideration should be given to:

- Panel to the left of Hansells (price based on purchase for the co-op this year)
- Repair of indoor tree branches
- Decorations for the outdoor tree

c) To Consider any Projects for the Five Year Aylsham Master Plan

Consideration should be given to:

- Replacement of the indoor tree
- Repair/replacement of the teardrop lights

9. To Agree Details of Wrap up Fund Raiser

Consideration was given to a quiz, however concerns were raised as to the time available to arrange such an event. A social event for the committee may be more appropriate.

10. To Note Items for Information and Inclusion in a Future Agenda

Tom queried who would be switching on the lights. The Clerk advised that Smudge had declined the offer to turn the lights on. However, the Events committee had already made arrangements to ask Michelle Steadman

11. Date of Next Meeting

The next meeting will be Monday 9th February at 7pm. The clerk will check that the Drill Hall is available.

The Clerk will send out possible dates for a committee social in December.

There being no further business the meeting was closed at 8.10pm

Visit Aylsham Working Group Meeting Held in the Council Chamber on Thursday 20th November 2025 at 3pm

Attendees:

Patrick Prekopp (Aylsham Town Council) Chairman.
Graham Peers (Broadland Council)
Sue Catchpole (Broadland Council)
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Faye LeBon (Town Clerk, Aylsham Town Council)

1. To Receive Apologies for Absence

Apologies were received from Jayne Andrew and Tim Briscoe.

2. To Agree the Minutes of the Meeting held on 23rd October 2025

The draft minutes had previously been circulated. These were **agreed** as a true and accurate record of the meeting by the group, and were signed by the Chairman.

3. To Note Matters Arising from the Previous Meeting

None raised.

4. To Receive Update on Norfolk County Council's High Streets Matter Love Your Market Town Funding and agree with the progression of:

a) Heritage Snail Trail

Patrick reported that Jayne had been in contact with local artists to discuss snail design and artwork. She has also contacted local business and national Etsy sellers over designs for the smaller snails.

A braille snail was discussed and if this would be appropriate or whether audio attached to the website would be better for those with sight impairments.

An autism friendly map was also discussed.

Giles Margaron had offered to go round local shops to establish their interest in 'hosting' a snail.

Graham reported that the trail was well received by ABC and they have agreed to donate two volunteers to assist with the project.

It was noted that the feature snail takes up over half of the budget, but the funder had deemed this as a key part of the project. Sue Catchpole suggested a feature snail from the rides at Great Yarmouth.

A theme for the trail was discussed. Patrick had spoken with a local artist (Teucer Wilson) and obtained a price for a snail plaque.

Discussions occurred as to using different artists versus a consistent theme.

It was clarified that funding of £4,659.47 had been obtained from Norfolk County Council. Cittaslow had agreed a further £750 from their budget, and it was hoped to receive a further £250 from Slow Food.

Jayne is to be asked to circulate potential sites and Mitchell will look to see if he can make a trail out of these.

A meeting will be held on 1st December, 2.30pm at the Heritage Centre to discuss further. Consideration will be given to whether there should be a smaller number of sites with more expensive plaques, a larger trail with less expensive markers, or a mixture of the two. This will also depend upon whether Listed Building permission could be obtained for some of the designs to be attached to a listed building.

b) Increasing Footfall to the Market Place

It was reported that £1,909 in funding had been approved for this project. The Clerk will check on whether the Market Traders Federation had marketed the Twilight Young Traders event and whether there had been any take up.

The Clerk will liaise with the facilities officer over booking in the entertainment for the Food and Craft markets in 2026.

Pat raised the proposed new market prices which had been discussed by Cittaslow, rewarding those market traders who attend the market regularly and who pay in advance.

A discussion ensued about invigorating the markets. Patrick, Graham and Mitchell will look into this project.

5. To Receive Proposal Regarding Evaluation Event

Thanks to a referral from Jayne, the Town Council had received a proposal from Charles Hanson of Hanson's Auctioneers and Valuers to provide valuations in the Town Hall. The town hall would be provided free of charge and the Town would benefit from increased footfall to the town centre with the attraction of a television celebrity. The town council could also take advantage of the footfall to the town hall by selling teas / coffees etc. The clerk has tentatively expressed an interest and is awaiting some potential dates. It was **agreed** to go ahead with this project, but in the meantime, Patrick and Mitchell will approach Keys out of courtesy to advise them of the proposed event.

6. To Receive Update on Visit Aylsham Proposal

It was **agreed** that Mitchell will look to take this forward to resource Phase 1 within the agreed budget

7. Items for Information / Next Agenda

No matters raised

8. Date of Next Meeting

Monday December 1st 2.30pm at the Heritage Centre.

With no further business to conduct, the meeting closed at 4.30pm

Signed (Chairman)_____

Date_____

DRAFT



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON THURSDAY 27th NOVEMBER AT 10.30AM

PRESENT:

Kay Montandon (Chair)
Mary Evans

David Anderson
Mitchell Philpott

Cheryl Bould

Also in attendance: Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

Apologies were received Trevor Bennett.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 20th October 2025

The draft minutes had been previously circulated. These were **agreed** by the committee and signed by the Chairman as a true and accurate record of the meeting.

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

No matters raised.

5. Update on Programme of Review of Staffing Policies and Staff Handbook, and Review of Selected Policies

Mitchell Philpott reported that he had been in contact with the Town Council's HR contractor with regards to updates to the core policies, focussing on GDPR and version control. The core policies are due to be reviewed by the contractor in December and the Town Council updated with any changes. It was **agreed** to review the policies in their current form, and then review again when any updates are received.

It was **agreed** to ask Full Council to review the Scheme of Delegation to bring it in line with the Terms of Reference of the committee.

The following draft policies were circulated for review:

Menopause Policy. This was **agreed** as circulated subject to amendment of section 4.2 to amend the wording of 'bad attitude' to 'negative professional demeanour'.

Performance Improvement Policy. This was **agreed** subject to clarification that the

'we' referred to in the policy refers to the Town Council as the employer.

Grievance Policy. This was **agreed** subject to an addition of an alternative contact to send in a written grievance as detailed in section 4.1.

Whistleblowing Policy. This was **agreed** subject to the correct contact details being placed in sections 4.5, 5.2 and 10.

Disciplinary Policy. This was **agreed** subject to the word 'company' being replaced with 'contractual' in section 11.1.

Appraisal Policy. Discussions occurred as to the merits of 360 feedback for appraisals. The policy was **agreed** subject to reference being made to the Town Council keeping the method of appraisal under review.

Training and Development Policy. This was **agreed** as circulated.

The next policies for review were **agreed**.

6. To Consider Merits of Increased use of HR Software

Further to initial research by Mitchell Philpott, Talent HR has been installed. Further time must be spent by the Clerk reviewing it, but it seems a reasonable system to use to help manage holiday / sickness etc. Further time must be spent looking at how well it works for part time employees and pro rata holidays etc.

7. To Agree Date and Time of Clerk's Probation Review

It was **agreed** that the Clerk's probation review and appraisal should be on Friday 5th December at 9.30am and will be conducted by Kay Montandon and Cheryl Bould.

8. 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 items 9 to 12, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

9. To Receive Feedback on Communication with Staff About Christmas Arrangements.

Kay Montandon provided a verbal report. It was **agreed** that the Clerk would place the adoption of a councillor/officer protocol on the next committee agenda.

10. To Consider Staffing Budget for 2026/2027

It was confirmed that the employer pension contributions had been agreed by the Norfolk Pension Fund as 19.5%, a reduction from 22.5% due to the fund being in good order.

The Clerk will look at business cases for amendments to the budget and present these at the next committee meeting.

11. To Receive Staff Appraisals

All staff appraisals were reviewed and action points agreed. The Clerk was thanked for conducting these.

12. To Receive Update on Confidential Staffing Matter

A decision was made by the committee, which will be taken to council on 3rd December for ratification.

The meeting was reopened to the press and public

13. To Note Items for Information and Inclusion in a Future Agenda

Adoption of HR Policies

HR Software

Staffing Budget 2026/2027 and associated business cases

Councillor/Officer protocol

14. Date of Next Meeting

The next meeting will be Friday 19th December at 10am.

There being no further business to conduct the meeting was closed at 1.25pm



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 20th NOVEMBER 2025 at 7:00pm

PRESENT:

Cheryl Bould (Chairman)	-	Councillor
David Anderson	-	Councillor
Kevin Cunnane	-	Councillor
Patrick Prekopp	-	Councillor
Joan Bennett	-	Town Resident
Giles Margarson	-	Town Resident
Lisa Grand	-	Aylsham Business Consortium
Faye LeBon	-	Town Clerk

1. WELCOME INTRODUCTIONS & APOLOGIES

The chair welcomed the committee. Apologies were received from Donna Butcher (Town Council Office and Events Manager)

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 17th SEPTEMBER 2025

It was noted that the meeting called for the 29th October was not quorate therefore did not proceed. The minutes of the meeting held on Wednesday 17th September 2025, as previously circulated were **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. HEALTH AND SAFETY

a) To agree risk assessments for the Christmas Lights Switch on Event

The draft risk assessment document had been previously circulated to members. It was accepted that on some occasions little can be done to prevent an incident occurring, but the impact of the incident can be reduced through actions detailed in the assessment.

Cheryl confirmed that there would be a police presence at the event.

The following positions were agreed:

Position	Primary Team	Reserve Team
Event Manager	Donna Butcher	Cheryl Bould
Event Safety Officer	Cheryl Bould	Kay Montandon
Emergency Tannoy Announcer	Kay Montandon	Faye LeBon

This risk assessments were individually reviewed. The document was **agreed** subject to the following amendments:

S5 - Change ' Stallholders must ensure the gas burners are sited behind the serving area and as far as possible from the cooking area' to 'Stallholders must ensure the gas burners are screened from the general public'.

S8 – Change 'town hall side of the stage/trailer' to 'kitchen'

S8 – Add 'Stewards with a lost child must remain in public view at all times'

S14 –change the word 'marshalls' to 'stewards' in the risk column.

S14 – Add 'Event Manager is to direct first aiders to incident, if required'

S15 – Line 7. add 'In an incident, the Event Manager will call the Emergency Services **and advise of a potential terrorist incident** and the Event Safety Officer.....'

S15 – Line 11. add '**If safe to do so** extra stewards will be sent to the incident are by the Event Safety Officer.....'

S15 –add 'Stewards not to approach or try to apprehend any suspicious person. The Event Manager should be contacted, who will contact the onsite police presence

S15 –add 'Onsite police presence to be given the contact number for the Event Manager, Event Safety Officer and Emergency Tannoy Announcer to ensure two way communication'

7. TO RECEIVE INFORMATION ON THE UPDATED FUNDRAISING CODE OF PRACTICE

On 1st November 2025 the Fund Raising Regulator brought about an updated code of practice which covers all aspects of raising money for events. The information on cash donations (bucket collections) and card donations was provided for members. The report was **noted**, and it was advised that it was unlikely that there would be any bucket collections at the Christmas Lights Switch On.

8. TO AGREE UPDATED PLANS FOR THE CHRISTMAS LIGHT SWITCH ON

The equipment checklist was reviewed and **agreed**.

The event steward layout was reviewed and **agreed**.

Concerns were raised about having people on the barriers for extended periods of time. An appeal would be made for more volunteers so that the positions can be rotated.

Joan advised that the kitchen and grotto would also have to be manned.

Preferred volunteer roles were discussed. A briefing would be held at 4pm on the day for all volunteers. The Clerk will amend the volunteer disclaimer form so that it was applicable to the Christmas Lights Switch on event.

It was noted that Michelle Steadman had agreed to switch on the lights, in recognition of her community work and raising awareness of the armed forces and veterans.

It was noted that the sleigh would not bring Father Christmas to the event as a result

of it being deemed unsafe due to the number of people anticipated in the market place. He will be available in the grotto.

9. FINANCE

a) To receive balance of Events Budget (including reserves)

The Clerk raised that the earmarked reserves and revenue budget may have been accounted for twice. This will be checked and brought back to the committee.

Lisa raised concerns about the proposed £10 charge for businesses to utilise the highway space in front of their establishments. The Clerk explained that businesses utilising the space would reduce the opportunity for income to the Town Council because less stalls would be able to attend. Given the increased footfall the event would bring to the businesses this was deemed as a compromise.

b) To consider budget for 2026/2027

It was **agreed** that the input from the Events Manager would be required to establish this.

The Clerk will investigate some more robust barriers.

c) To consider items for the 5 year Aylsham Master Plan

Discussions occurred over a larger marquee or large tarpaulin to extend over the market place.

ABC had discussed the possibility of a carnival.

Patrick enquired as to what ABC would like to see as a seasonal market.

10. TO CONSIDER A WRAP UP SOCIAL EVENT

The Events Manager will be asked to send out some possible dates. The Clerk advised that dates had yet to be sent out to for a similar event for the Christmas Lights Committee. The social event would work out well as a joint event.

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

Debrief on Switch on Event

Cost saving event on 31st January 2026.

12. TO AGREE DATE OF NEXT MEETING

Wednesday 17th December at 7pm

13. CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 8:30pm