



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 5th MARCH 2025 at 7.00 p.m.

PRESENT: Kay Montandon (Chair) Cheryl Bould (Vice Chair)
Trevor Bennett Mary Evans
David Anderson Joan Bennett
Gordon Clarke Kevin Cunnane
Catherine Fletcher Patrick Prekopp

Phil Chapman – Locum Town Clerk

District Councillor Sue Catchpole

8 Members of the public

1. TRIBUTE TO ANNETTE OVERTON.

The Town Council acknowledges with sadness the passing of Councillor Annette Overton. A few words were shared in recognition of her dedication and service to Aylsham.

Trevor Bennett:

"I first met Annette at my first Town Council meeting nearly ten years ago. Even then she seemed a very experienced and capable councillor. When I became chairman over four years ago I found I relied on Annette for two significant aspects of Council work. She always sat to my right and would frequently check that I was keeping to the appropriate legal framework of any aspect of Town Council work. Secondly, perhaps the most important role of a Councillor is the care of the public funds that we operate with. Annette would always be totally reliable to make sure the use of our precept was used sensibly to improve the service that we could provide for the Aylsham residents. I would always ask Annette have you found any issues with the set of accounts that the Town Clerk would provide every month before turning to the rest of the Councillors. The fact that our reserves are in a very stable position and our expenditure is used for the benefit of the people of our town, is in many respects down to Annette.

Annette was a member of different Council committees and her experience was invaluable with her deep knowledge of the history of the Town and the feelings and opinions of many of the residents. She was always prepared to have conflicting views to the Chairman, which was at

times challenging but would help the Council to come to the best solutions to be found through compromise.

The people of Aylsham have been well served by Annette for many years and not just the Council, but all the residents of Aylsham will miss her understanding of the needs of our community.”

Mary Evans:

“Annette was a big part of the town council, knew the history going back many years, she really was a person of Aylsham, and very kind towards other councillors.”

Kevin Cunnane:

“Annette was a great help when I started as a councillor, and was always very encouraging.”

2. TO RECEIVE APOLOGIES.

Apologies were noted from David Curtis.

3. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS.

None.

4. MINUTES.

It was **resolved** to accept the Minutes of the Town Council Meeting held on 5th February 2025.

5. MATTERS FROM PREVIOUS MEETINGS.

None.

6. REPORTS.

Cllr Sue Catchpole from Broadland District Council (BDC) reported that the BDC element of the council tax has been frozen and won't be going up this year. There may still be increases from other parts of the bill. Broadland District Council is working hard to deal with homelessness and is proud of its record.

7. PUBLIC PARTICIPATION.

None.

8. NEW DEVELOPMENTS.

a. Norwich Road site:

Some members of the council had a productive meeting with the developer. The new managing agent for the homes would be Watsons.

b. Burgh Road site:

No fresh news. Although approved at committee the official written approval from the planning department had not yet been issued. A member of the public had sent a letter to the Town Council raising some technical questions. It was resolved that the clerk should raise these with Anglia Water and with the Developer on behalf of the member of the public.

9. TO DISCUSS CIL PROJECTS.

It was **resolved** to add to the projects a *Disability Access Audit* for the council.

10. NEIGHBOURHOOD PLAN REVIEW.

A meeting had been held in late February to start to look at the way forward with the review. This would start by members of the steering group reviewing the plan and to report back. This should ideally be done by the end of March. It was **resolved** to seek expressions of interest from 3 consultants recommended by Broadland District Council. Trevor Bennett expressed concern at the fact that the last consultant had not yet returned documents which the council and Trevor had produced and which he felt might be useful for the review. Sue Catchpole volunteered to contact the consultant involved.

11. DEVOLUTION.

It was **agreed** that there would be a response submitted on behalf of the town council. The deadline is 16/3/25, so councillors were asked to email points to the clerk to be collated into a single unified response.

12. WASTE MANAGEMENT.

The Clerk raised the subject of upcoming new legislation (*The Separation of Waste (England) Regulations 2025*), commonly known as the Simpler Recycling reforms. Having assessed compliance he had identified that the council does not have to comply until 2027, but he hoped that the council would lead by example and would choose to comply sooner. There were two elements to compliance – within the town hall/drill hall and around the town in general. The first would need only modest changes. The biggest issue was the 22-23 waste bins around the town that are emptied by the council staff, and which are not currently recycled. It was **resolved** to undertake a 2 stage process which started with an officer led project plan being produced and submitted to the town council for consideration. This should include but not be limited to problems and costs of both elements. The second stage should look at funding and Cllr Sue Catchpole from BDC volunteered to investigate and get back to the council. It will also be added to the CIL project list.

13. HIGHWAYS MATTERS.

None

14. TRANSPORT.

- a. Transport Hub. This would need a power supply and therefore would need a design to establish requirements at an early stage. It was **resolved** to seek expressions of interest for a design but would first need a scope to be created. Gordon Clarke volunteered to create this.
- b. Gordon Clarke presented options for improvements to safety and access for the junction of Penfold Street/Cawston Road/Holman Road. It was **resolved** to pursue Gordon's *Scheme 2* which does not require moving the pump. Gordon would consult with both Highways and the Fire Service as this is adjacent to the Fire Station.
- c. Traffic lights at the town end of Burgh Road. In previous discussions, highways had been very positive about the proposal to install traffic light at the single file

narrow zone on Burgh Road. It was **resolved** to support this proposal. It should be discussed in more detail with Highways; to scope out the plans and this should also be added to the ongoing CIL list.

- d. Gordon Clarke and Andy Bell presented a proposal for improvements to the Mileham Drive, Multi-Use Games Area (MUGA) which is a massive facility with very little parking. It is in need of resurfacing in any event and as part of consideration for improvements Andy and Gordon have created a concept which will increase usability and hopefully encourage walking. Andy suggested the clearance would be mitigated by replanting in more appropriate areas, and therefore it was likely there would be a net habitat gain. The council **resolved** to support this project and Gordon and Andy would refine and develop it further.
- e. Station Yard at Weavers' Way was discussed to see if there could be an increase car parking for the use of Weavers Way. There is a current ACE project underway at this location, and although Station Yard is the responsibility of the Town Council Norfolk Trails would have to be contacted. The chair would discuss with ACE and Norfolk trails and report back.

15. TRAFFIC SPEED MONITORING MEASURES.

- a. SAM2. The Council has one device which is moved regularly. The budget has allocated funds for staff training on how to interpret the data collected by this unit. There are currently 7 approved locations for the position of the sign: *Norwich Road* – either side of Tesco, *Blickling Road* – near St Michael's, *Hungate Street* – outside Bure Valley, *Millgate* – at the bottom of Gas House Hill, *Cromer Road* – near the church steps, *Burgh Road* – between the Recreation Ground and Oakfield Road, and *Henry Page Road* – near Mileham Drive entrance. New locations will be added to the list. Data collected from one session is attached below and shows on Burgh Road (leaving town - 30mph) the top recorded speed was 55mph, and 6048 of the 23,560 vehicle counts were **over** the speed limit.
- b. Aylsham Community Speed Watch. The initial meeting had been held and the required 6 people had volunteered. This is a community group and not a town council group, but the town council is very supportive of the project.
- c. It was **resolved** to provide support to the Aylsham CSW group in the form of: the storage of equipment, a dedicated space on the website for information and data, the free of charge supply of meeting rooms when needed, and the destruction of sensitive data using the councils sensitive waste bin.

16. FINANCE.

- a. It was **resolved to approve** and accept the financial summary from the previous meeting on 5/2/25. The variance previously noted was explained by the RFO as a matching but unbudgeted receipt and payment relating to withdrawal of funds from a savings account.
- b. The Council **resolved to approve** and accept the reconciliation up to 27/2/25. It was **resolved** to approve the financial summary to 27/2/25.

17. TOWN CLERKS REPORT.

- a. The council noted the new health and safety policy which had recently been implemented and which applied to both officers and members alike, and which should also be followed by volunteers.
- b. Gavin had been in contact with a training supplier, and was discussing a multi-course training arrangement to be delivered primarily to officers, but with some training be available and recommended for members too.
- c. The Clerk delivered a short verbal report:
 - i. TSB had just made contact about potential bookings to provide so called pop-up banking services.
 - ii. The annual asbestos survey had recently been updated, and fed into the updated health and safety policy. All contractors and tenants are required to obtain approval for all work in council properties and to sign the asbestos register.
 - iii. The new temporary RFO had taken over and would visit the office next week.
 - iv. Sue Lake had left post that day. The council wished to record their gratitude for Sue having returned several times to assist despite having retired last summer, and wished her well in her retirement.
 - v. The clerk noted that he had become aware that Steven Newstead had been with the council for a remarkable 40 years, and everyone noted what a wonderful job he does. The council wishes to thanks him for his service.

18. TREES

The Tree Policy had been updated by groundsman Andy Bell. Councillors were happy and **resolved** to adopt the policy subject to minor amendments.

19. STAFFING COMMITTEE.

- a. It was **resolved** to accept the minutes of the staffing committee meeting of 24/2/25.
- b. It was confirmed that the council required the status of committee to deal with staffing matters.
- c. It was confirmed that the current members of the committee are: Cheryl Bould, Kay Montandon, Trevor Bennett, David Anderson, David Curtis, and Mary Evans.
- d. It was **resolved** to accept the Terms of Reference.
- e. Draft job descriptions for 2 new positions deemed necessary by the staffing committee on recommendation from the Locum Clerk had been distributed in advance. It was decided to leave the finalising and advertising of these positions to the incoming permanent clerk. Catherine Fletcher raised the question of budget and the chair confirmed that the positions are not currently in the budget. Since the locum RFO had just left, and the new short-term locum RFO would not be expected to deal with this, it was also left to the new incoming Clerk/RFO to resolve the budgeting issue, to finalise the job descriptions and recruit the new staff members.

20. CHURCHYARD.

- a. Planning application [2024/0791](#). Cllr Gordon Clerk mentioned some new techniques which might be applied to the wall. It was agreed that he would research further and get back to the council.
- b. Planning application [2024/0461](#). The Clerk had clarified with the Council regarding the “clearance” of the deposited materials. This is now with the planning department awaiting an update.
- c. No meeting was scheduled.

21. RECREATION GROUND.

- a. The minutes of the recreation ground committee were **approved**.
- b. Cheryl Bould updated the council on the potential change of status of the Rec Committee. It was **resolved** to obtain quoted from specialist lawyers on the implications for the Town Council given that the land was left to the town in the original conveyance. It was accepted that the advice needed is specialist barrister level and the clerk would look into this.
- c. It was **resolved** to obtain expressions of interest in designing a new accessible wheeled park for the rec.
- d. Cheryl Bould spoke about the Junior Smile Project and the closedown report regarding the funding which had been obtained. The report had been distributed previously in the papers. There had been lots of positive feedback about the project. The council thanked Cheryl for all the hard work on quite a large project.
- e. The boiler at the Rec has failed is unserviceable and needs replacing. Quotes had been obtained with the highest being £3222. It was **resolved** to allow up to £3222 from the reserves held by the town Council for use on the Rec to be used to purchase the new boiler. The Rec committee would decide which contractor and organise the work.
- f. The locum RFO Sue Lake had previously distributed a breakdown of payments made from accounts in relation to the Junior Smile Project. This statement was **accepted** by the council.

22. ACE.

- a. The minutes of the meeting of 3/2/25 were accepted by the council.

23. CITTASLOW.

The minute of the meeting of 29/1/25 were accepted.

24. SCRUTINY COMMITTEE.

This committee has not met for some time, and membership is unclear. Membership rules were believed to exclude bank signatories and current scrutiny member reducing the potential councillors who could sit on this committee significantly. The purpose of the committee is an additional governance check. This will be left for the incoming permanent Clerk, and it will need additional councillors to volunteer and be appointed.

25. EVENTS COMMITTEE.

The minutes of the events committee of 19/2/25 were accepted. Events are published on the website and booking fast.

26. COUNCILLOR SURGERY.

The dates for the Councillors surgery where members of the public can consult or raise issues directly with a councillor are listed on the website, Friday 14 March 9am-10am, Wednesday 2 April 6:30pm-7pm, Friday 18 April 9am-10am, and Wednesday 5 May 6:30pm-7pm.

27. FUTURE AGENDAS.

- a. Patrick Prekopp asked if councillors would consider holding the Town council meeting in the drill hall in the future. Trevor Bennett was not in favour, citing space limitations, and Joan Bennett was also not in favour stating that in the past the noise from the main Hall users had been quite loud and very distracting. This would be considered further.
- b. Climate Strategy to be added to the next agenda.
- c. VE Day to be added to next agenda.

28. DATE OF NEXT MEETING

It was confirmed that the date of the next Meeting is *Wednesday 2nd April 2025*.

Joan Bennett announced that after 5 years on the council she would sadly have to stand down, although she would remain on the events committee. The Town Council thanked Joan for her work and passed a formal vote of thanks.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 20:56.

Minutes Agreed.....

Devolution Consultation

Questions

Having considered all of the above, please respond to the following questions. For each question, you can provide the following answers:

- *strongly agree*
- *agree*
- *neither agree nor disagree*
- *disagree*
- *strongly disagree*
- *don't know*
- *prefer not to say*

You will also be invited to explain your answers.

Question 1: To what extent do you agree or disagree that establishing a Mayoral Combined County Authority over the proposed geography will deliver benefits to the area?

Question 2: To what extent do you agree or disagree with the proposed governance arrangements for the Mayoral Combined County Authority?

Question 3: To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined County Authority will support the economy of the area?

Question 4: To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined County Authority will improve social outcomes in the area?

Question 5: To what extent do you agree or disagree that working across the proposed geography through a Mayoral Combined County Authority will improve local government services in the area?

Question 6: To what extent do you agree or disagree that working across the proposed geography through a Mayoral Combined County Authority will improve the local natural environment and overall national environment?

Question 7: To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined County Authority will support the interests and needs of local communities and reflect local identities?

NOTE:- Please consider and give some thought to these questions as you will be asked to vote and come to a consensus at the meeting.

This applies solely to Devolution and not to Unitary Organisation

Clerk's Report

27/3/25 Phil Chapman

1. Cemetery Cottage Lease

The lease for Cemetery Cottage has been renewed and signed, with a modest increase in rent. Despite this increase, the rent remains slightly below full market value. However, the current tenant is reliable, and continuing the tenancy has avoided the costs and potential risks associated with re-letting. An electrical inspection is currently being undertaken by the Maintenance Manager.

2. Drill Hall – Barclays

Barclays has renewed their arrangement at the Drill Hall on the same basis as the previous year, with an increase in hire fees. All paperwork has been signed for a one-year term, with renewal due in the New Year.

3. Drill Hall – TSB

TSB has requested and agreed to a similar arrangement to that of Barclays. All necessary paperwork has been completed and signed. Their hire commences on Wednesdays from 19th May, and the invoice has been issued. Payment for the year will be made in advance.

4. Legionella Risk Assessment

The Maintenance Manager and Locum Clerk have conducted Legionella risk assessments for both the Drill Hall and the Town Hall. The risk level in both buildings has been assessed as LOW. Minor remedial works are required at the Town Hall, while increased monitoring is recommended for a specific appliance at the Drill Hall.

5. Fire Risk Assessments

Comprehensive fire risk assessments have been completed for both the Drill Hall and the Town Hall. The assessments have identified the need for improvement actions, and advice has been sought from the Fire Extinguisher and Fire Alarm suppliers.

- Improvements undertaken include:
 - Installation of additional extinguishers at the Drill Hall (completed).
 - Installation of additional and upgraded extinguishers at the Town Hall (in progress).
- It has been noted that all foam extinguishers will need to be replaced by 2029 due to forthcoming regulations banning the foam currently in use.
- Fire Marshals have been appointed, and fire drills and testing are scheduled to be carried out.

Risk Levels:

- Following improvements, the overall fire risk level is considered LOW, though it is currently assessed as LOW to MEDIUM.

Outstanding Concern: There is a deficit in fire detection coverage within the Council Chamber, archive, and associated basement areas. The fire alarm company has advised that there are legitimate safety grounds for increasing fire detection in these areas. They will present options and costings to the new Clerk, with a decision required on whether to:

- Upgrade the existing system, or
- Replace it with a modern, wireless system incorporating offsite reporting.

6. Markets Report (Provided by Ryan)

a. Monday Markets:

Currently operating at full capacity with 10 stalls when all traders attend. Interest from additional traders continues to grow, and the Monday waiting list is expanding.

b. Friday Markets:

Recent weeks have seen a reduction in trader numbers due to illness and holidays. Notably, the long-standing cheese and pie trader has temporarily stepped back due to ill health, but has expressed a desire to return when well. With the approach of summer, seasonal traders are expected to return, potentially raising the number of stalls to around eight.

c. Food & Craft Market:

There has been a recent dip in trader numbers, but this is expected to improve with better weather. The upcoming market is anticipated to host 10–13 stalls, including charity stalls. Additional craft stalls are expected to join from May.

7. New Permanent Clerk

Faye LeBon commenced her role as the permanent Town Clerk on 24th March. A structured and detailed four-day handover was completed with Phil (Locum Clerk), ensuring a smooth transition.

8. Training

The Maintenance Manager (Gavin) has reviewed online training courses but found that many do not align well with the needs of council members and officers. The new Clerk has relevant experience in this area and will be exploring suitable training options.

9. Churchyard Planning Update

a. Clearance Issue:

Discussions with the Planning Authority have clarified and resolved concerns raised by Archaeological Services. A final planning decision is now pending.

b. Boundary Wall:

A decision regarding the wall remains outstanding, and the determination date has been extended.

10. Closing Note from the Locum Clerk

The Locum Clerk extends sincere thanks to councillors and officers for their warm welcome and support over the past three months. It has been a rewarding experience to work with the council, and he departs with fond memories of Aylsham.



AYLSHAM TOWN COUNCIL PROJECT PROPOSAL

Approved:

PROJECT TITLE: Jobs, Training and Benefits Forum

LEADER OF PROJECT: Cheryl Bould

OUTLINE of the PROJECT

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

This would be a new event to the Town Council sitting across Events and Cittaslow. It is designed to provide a service to the community (subject to engagement from relevant partners) offering information about:

- ✓ local job opportunities direct from businesses and national employers for e.g. in shortage areas
- ✓ training courses and apprenticeships from colleges, businesses, providers and NCC
- ✓ help with job applications and careers advice from Broadland District Council Help Hub Employability, NCC, Education establishments and DWP work coaches
- ✓ Benefits advice covering for e.g. Pension Credit, Universal credit from DWP and Citizens Advice
- ✓ support with housing from Broadland District Council, Norfolk County Council and relevant Charities
- ✓ in-work support information from Trade Union representatives

Working partnerships – Aylsham High School, local colleges, Aylsham Business Consortium, Broadland District Council, Norfolk County Council, DWP etc

Timescale: Initial event in September with a view to making it a yearly forum if well-attended. Suggest holding on a weekday due to availability of some partners, potentially 10-4 to give access to as many as possible. It may be that one person will need to speak to several organisations for a period and queues form - this would also represent a working day for staff involved.

External Funding (please specify): Funding for a banner – local businesses/BDC/NCC?

Approximate funding required from Town Council £..... Hire of Town Hall

ABOUT the PROJECT

What is the need for this Project?

To support a diverse range of community groups such as -

- ✓ young people leaving college or school
- ✓ those wishing for a career change
- ✓ those who are unemployed
- ✓ parents wanting to work while raising a family or get back into work after a break
- ✓ our older population or those with conditions meaning they are unable to work who need help with benefits
- ✓ those experiencing housing difficulties
- ✓ people working in challenging conditions
- ✓ local and national businesses / employers
- ✓ local schools and colleges

Who will benefit?

See above

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

By researching appropriate groups to invite and contacting them, gathering information on attendees (including stallholder requirements) and liaising regularly with Events Manager and Media Officer, helping plan hall layout, composing a feedback form for attendees, volunteering on the day

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

As many as possible please plus potential support from BDC and NCC.

Is Town Council staff involvement required?

Yes

If so, what will this entail?

Supporting with organisation, setting up hall, help with refreshments

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

Dan Apps will lead

How will progress on the project be reported back?

Report to council following event

How will the success of the project be evaluated?

Comments from feedback form and numbers in attendance

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START:

Month & Year:

April 2025

END:

Month & Year: Sept 2025 with potential to be repeated

Procedure for Projects

In the first instance, members are required to complete this Project Form, giving an outline of what the project involves and an approximate cost. This will be considered by the Town Council, and if it is supported, it will receive approval.

Submitted by.....*Cheryl Bould*.....

Date.....26.03.2025.....

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 27/03/2025		
	Cash in Hand 01/04/2024		349,650.29
	ADD Receipts 01/04/2024 - 27/03/2025		830,617.01
	SUBTRACT Payments 01/04/2024 - 27/03/2025		1,180,267.30
	Cash in Hand 27/03/2025 (per Cash Book)		818,246.64
			362,020.66
B	Cash in hand per Bank Statements		
	Petty Cash 27/03/2025	250.00	
	01 Barclays Current Account 27/03/2025	13,811.72	
	02 Barclays Active Saver 27/03/2025	5,474.77	
	Public Sector Deposit Fund 27/03/2025	167,191.60	
	Shawbrook - Issue 7 Fixed Bond 27/03/2025	94,984.31	
	Redwood Savings Account 27/03/2025	100,978.35	
			382,690.75
	Less unrepresented payments		23,235.09
			359,455.66
	Plus unrepresented receipts		2,565.00
	Adjusted Bank Balance		362,020.66
	A = B Checks out OK		

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

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
01 General Purpose	124,200.00	265,645.31	141,445.31 (113%)	122,200.00	253,782.47	131,582.47 (-107%)	9,862.84
02 Town Hall	96,200.00	86,058.04	-10,141.96 (-10%)	96,200.00	88,715.09	7,484.91 (7%)	-2,657.05
03 Drill Hall	78,900.00	73,725.00	-5,175.00 (-6%)	78,910.00	80,626.50	-1,716.50 (-2%)	-6,891.50
04 23 Market Place	5,500.00	7,438.80	1,938.80 (35%)			0.00 (N/A)	1,938.80
05 Cemetery Cottage	7,000.00	4,301.60	-2,698.40 (-38%)	2,000.00		2,000.00 (100%)	-698.40
06 Public Toilets			0.00 (N/A)	14,500.00	16,303.15	-1,803.15 (-12%)	-1,803.15
07 Other Properties	12,100.00	12,100.00	0.00 (N/A)	8,100.00	6,901.06	1,198.94 (14%)	1,198.94
08 Cemetery	23,000.00	23,735.00	735.00 (3%)	23,000.00	22,154.11	845.89 (3%)	1,580.89
09 Allotments	34,000.00	35,526.67	1,526.67 (4%)	34,005.00	32,090.09	1,914.91 (5%)	3,441.58
10 Markets	9,000.00	6,994.70	-2,005.30 (-22%)	2,400.00	2,166.40	233.60 (9%)	-1,771.70
11 Open Spaces	198,800.00	245,840.81	47,040.81 (23%)	193,950.00	238,714.98	-44,764.98 (-23%)	2,275.83
12 Events		4,105.81	4,105.81 (410581)	2,000.00	3,501.98	-1,501.98 (-75%)	2,603.83
13 Churchyard			0.00 (N/A)	11,450.00	5,560.08	5,889.92 (51%)	5,889.92
14 Street Scene	29,500.00	31,344.66	1,844.66 (6%)	29,500.00	34,878.38	-5,378.38 (-18%)	-3,533.72
NET TOTAL	618,200.00	796,816.40	178,616.40 (28%)	618,215.00	785,394.29	-167,179.29 (-27%)	11,437.11

Total for ALL Cost Centres	796,816.40	785,394.29
V.A.T.	33,800.61	32,852.35
GROSS TOTAL	830,617.01	818,246.64

Scrutiny – Report to Full Council

a) To Receive Interim Internal Audit Report.

The interim internal audit report was received on 10th January 2025. As part of the audit process, to ensure that the Town Council is fully aware of recommendations, this should be presented to the Town Council and is appended to this document. (*appendix a*)

b) To note the External Auditor's report, and minute any consideration.

One of the recommendations of the Internal Auditor, is that the External Auditor's Report should be considered at a meeting of the Town Council. This document is appended to this document (*appendix b*). It notes that

'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

c) To review statement of Internal Control.

A reminder from the Internal Auditor was to review the Statement of Internal Controls. The existing policy is appended to this report (*appendix c*) with an additional section to be considered on Financial Internal Control.

d) To Review Data Protection Policy

The internal auditor has recommended that the Data Protection Policy be reviewed. Whilst, due to extenuating circumstances, this has not been done by financial year end, the matter has been recognized by the council and appropriate action taken. The Data Protection Policy is appended to this report (*appendix d*).

The Data Audit referred to has not had a thorough review (*appendix e*), but will be done in due course.

As part the review of the Data Protection Policy, it would be advisable to also review the General Privacy Statement for the Council (*appendix f*)

e) To review Financial Risk Assessments.

Whilst not mentioned in the Internal Auditor's report, it would be prudent to the end of year audit process to ensure that the Financial Risk Assessments are reviewed. (*appendix g*)

Other Policies require review and a schedule will be put in place

HEELIS&LODGE

Local Council Services • Internal Audit

Interim Internal Audit Report for Aylsham Town Council – 2024/2025

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2024. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The Council hold the General Power of Competence and LGAs137 does not apply. VAT is tracked within the Scribe accounts.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced with date paid, payment method, voucher number and an authorisation signature.

The Council use online banking. A total of 4 cheques have been written during the year, 3 of which were for petty cash. It is noted that cheque stubbs numbered 109077 – 109080 are not dated.

Recommendation: To date the cheque stubbs.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 3/4/2024 (Ref: 20)
Financial Regulations in place: Yes
Reviewed: 3/7/2024 (Ref: 11.b).

VAT reclaimed during the year: Yes
Registered: Yes

Submission Period:	Amount:
01/04/2024-30/06/2024	£6,854.51
01/07/2024-30/09/2024	£9,765.22
01/10/2024-31/12/2024	£7,408.17

A further examination on VAT will be carried out at the year end.

General Power of Competence: **Yes** Adopted: 17/5/2023 (Ref: 12)

There were no tenders during the year that exceeded the £30,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: **Yes**
Data Protection registration: **Yes** Ref: ZA085320

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have a separate Data Protection Policy that reflects the risks, both financial and reputation, and the steps to take to minimise that risk.

Privacy Policy published: **Yes**

Link: https://www.aylsham-tc.gov.uk/_files/ugd/a67ca0_4f2a37fe0865490bbbccbe95499117f9.pdf

Insurance was in place for the year of audit. The Risk Assessment and Statement of Internal Controls have yet to be reviewed.

Reminder: *To review the Risk Assessment and Statement of Internal Controls prior to 31/3/2025.*

Statement of Internal Controls in place: **Yes**

Recommendation: *To undertake and minute a review of the Risk Assessment and Internal Controls during the year of audit.*

The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions. The Council appoints a Councillor to scrutinise the financial controls (Ref: 7/8/2024 – 10.b).

The Effectiveness of Internal Control Working Party meet twice a year following receipt of the Internal Audit reports. The Working Party monitor progress against objectives, financial systems and procedures and budgetary control. The Effectiveness of Internal Control Working Party also undertake an annual review of the Financial Risk Assessment.

Bank signatories were reviewed and approved at a meeting held on 4/9/2024 (Ref: 10.c).

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

A selection of Barclaycard statements were examined and cross referenced with the supporting paperwork (receipts/invoices). All was found to be in order.

Fidelity Cover: £750,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: <https://www.aylsham-tc.gov.uk/>

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

2024 Annual Return, Section One Published – Yes

2024 Annual Return, Section Two Published – Yes

2024 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Publication Date: [17/6/2024](#) Start Date: [18/6/2024](#) End Date: [29/7/2024](#)

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 on their website.

The Council have met the publication requirements.

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £489,950 (2024-2025)

Date: 11/1/2024 (Ref: 14.c)

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

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Lynne Lodge Dip HE Local Policy

Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. An examination of vouchers against receipts on a selection of transactions during the year was carried out and all were found to be in order.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment and pensions

PAYE System in place: **Yes**
Employer's Reference: **531/L3082**
P60s issued: **Yes**

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place and P60s have been produced as part of the year end process.

Eligible employees have joined the nominated pension scheme. A further examination will be carried out at the year end.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. An examination will take place at the year end to confirm the figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 March were confirmed as:

<i>Barclays Current</i>	<i>xxxx0044</i>	<i>£24,008.07</i>	<i>(12/12/2024)</i>
<i>Barclays Active Saver</i>	<i>xxxx0191</i>	<i>£67,814.58</i>	<i>(16/12/2024)</i>
<i>PSDF</i>	<i>xxxx001PC</i>	<i>£222,932.93</i>	<i>(31/10/2024)</i>
<i>Shawbrook Fixed Bond#7</i>	<i>xxxx9944</i>	<i>£90,389.93</i>	<i>(21/7/2023)</i>
<i>Redwood Account</i>		<i>£100,000.00</i>	<i>(27/11/2024)</i>
<i>Petty Cash</i>		<i>£250.00</i>	

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

It is noted that general reserves currently stand at £128,021.73 and earmarked reserves at £348,075. A further examination will be carried out at the year end.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

To be carried out at the year end.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2024 Year End Internal Audit report was considered by the Council at a meeting held on 5/6/2024 (Ref: 10.a) and on 26/6/2024.

A review of the effectiveness of the Internal Audit was carried out on 3/7/2024 (Ref: 11.b).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 6/11/2024 (Ref: 13.b).

External Audit

The Council formally approved the 2024 AGAR at a meeting of the full Council held on 5/6/2024 (Ref: 10.c & d).

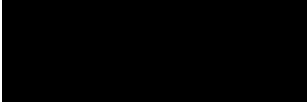
There was no evidence that the External Auditor's report was considered at a meeting.

Recommendation: *To note the External Auditor's report and minute the consideration, even if no matters of concern were identified.*

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 1/5/2024. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council and Finance Officer for their assistance during the course of the audit work and for the quality of documentation provided for the audit.



Heather Heelis
Heelis & Lodge
10 January 2024

Appendix b

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Aylsham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

05/06/2024

and recorded as minute reference:

100 REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.aylsham-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

Aylsham Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	408,197	386,771	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	421,120	455,305	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	140,039	138,106	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	234,509	263,776	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	28,877	28,588	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	319,199	334,812	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	386,771	353,006	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	379,009	349,598	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,860,129	3,878,327	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	194,062	168,438	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the Council

Date

05/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

05/06/2024

as recorded in minute reference:

10d

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Aylsham Town Council - NO0018**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name	PKF LITTLEJOHN LLP		
External Auditor Signature		Date	26/09/2024

AYLSHAM TOWN COUNCIL INTERNAL CONTROL POLICY

1. SCOPE OF RESPONSIBILITY

Aylsham Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council. The Council reviews its obligations and objectives and approves budgets for the following year at its meetings during October to December. The January meeting of the Council approves the level of precept for the following financial year. The Council will receive reports and recommendations from the Effectiveness of Internal Control Working Party. The Council receives a monthly summary financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

3.2 The Effectiveness of Internal Audit Working Party:

The Council has appointed an Effectiveness of Internal Control Working Party to meet twice yearly following receipt of the Internal Audit Report who will monitor progress against objectives, financial systems and procedures and budgetary control.

The Effectiveness of Internal Control Working Party will review annually the Financial Risk Assessment. The Effectiveness of Internal Control Working Party will make recommendations to the council regarding the appointment of an Internal Auditor.

3.3 Town Clerk and Responsible Finance Officer:

The Council has appointed a Town Clerk as the Council's advisor and administrator who is also the Responsible Finance Officer. The Council has also appointed a Finance Officer who is responsible for administering the Council's finances. The Town Clerk and Finance Officer are responsible for the day-to-day compliance with laws and regulations that the Council is

subject to and for managing risks. The Town Clerk and Finance Officer also ensure that the Council's procedures, control systems and policies are maintained.

3.4 Internal Auditor:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- Proper bookkeeping arrangements
- Corporate governance, financial regulations and risk management procedures
- Payment, petty cash and salaries procedures
- Precept determination
- Budgetary control
- Income control
- Asset registers
- Investment and loans
- Bank reconciliation
- Financial statements

The Council appoints the Independent Internal Auditor on an annual basis. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

4. Review of Effectiveness:

The Council has responsibility for conducting an annual review of the effectiveness of internal control. The review of the effectiveness of internal control is informed by the work and any issues identified by:

- Full Council – identification of new activities
- Effectiveness of Internal Control Working Party – report and recommendations
- Town Clerk and Finance Officer who have responsibility for the development and maintenance of the internal control environment and managing risks
- Independent Internal Auditor who reviews the Council's system of internal control. The Independent Internal Auditor will make written reports to the Council (in addition to the report contained in Section 4 of the Annual Governance and Accountability Return - AGAR)
- The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Finance Officer, the Town Clerk, the Chairman and the Internal Auditor. The External Auditor issues an annual audit certificate.

System of Internal Financial Control

Cash Book/Bank Reconciliations

- The cash book is kept electronically (in accounts software – Scribe), maintained up to date from original documents (cash received, invoices, payments and direct debits made and cheques as they are prepared).
- The cash book is reconciled to the bank statement at least monthly.
- Reconciled accounts are presented at each Town Council meeting for approval.

- The cash books, payments and receipts and bank reconciliation is reviewed and approved by council appointed internal scrutineer as per Financial Regulations, with reference to the underlying records (bank statements and minutes plus copies of accounts papers etc.) at least annually.
- The bank reconciliation is reported to the full Town Council and minuted as such.
- The latest financial position and movements on the Town Council's cash balances are reported at each council meeting.

Financial Regulations

- The Town Council has adopted financial regulations, based on the model version prepared by NALC/SLCC. The regulations are reviewed annually for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Town Council.
- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
- Official orders are sent to suppliers for services which are not regular in nature.

Payment Controls

- Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable.
- Payments will be listed in voucher number order in the cash books and in accounts files.
- Every payment has a unique sequential transaction number which is matched to the payment invoice and the corresponding transaction on the bank statement.
- All invoices for payment are listed and presented for payment.
- Original invoices are available to the Councillors signing the cheques or authorising BACS payments.
- Cheques will be signed by two signatories, who are authorised to sign on the council's bank mandate.
- The council has an online banking system in place, for the purpose of viewing statements, transferring funds between accounts, and making Bacs Payments only once authorisation has been made (as below)
- Bacs payments are authorised to be made by two signatories, who are authorised to sign on the council's bank mandate. Upon authorisation the payment is set up on the online banking system by the finance officer.
- The Finance Officer under the guidance of the RFO, is authorised to set up direct debit payments. All direct debit mandates should be signed by two authorised signatories.
- The Finance Officer under the guidance of the RFO maintains control of the cheque book at all times.
- When invoices are paid by cheque, they are identified by the cheque number and referenced in the cashbook by the cheques number, as well by the unique identifier. This is cross checked with the bank statements.

VAT Repayment Claims

- The RFO along with the Finance Officer ensures that all invoices are addressed to the Town Council.
- The RFO along with the Finance Officer ensures that proper VAT invoices are received where VAT is payable.
- The RFO along with the Finance Officer maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.

Income Controls

- The RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council.
- The RFO along with the Finance Officer ensures that the precept instalments are received when due.
- The RFO along with the Finance Officer ensures that other receipts are received when due and correctly calculated.
- Receipts are issued for all cash received. Receipt numbers are recorded against payments.
- Income is banked promptly and intact.

Financial Reporting

- A Budget control, comparing actual receipts and payments to the budget and the previous year is prepared monthly, and presented to Full Council in advance of the meeting and minuted accordingly.
- The budget is prepared in consultation with the Town Council, as evidenced by reports and minutes.
- The precept is set on the basis of the budget based on the deadline set by Broadland District Council and the statutory deadline.

Payroll Controls

- The Clerk is paid under PAYE as an employee and the necessary system for HMRC RTI is in place.
- Other employees are paid under PAYE and the necessary system for HMRC RTI is in place.
- Salaries are set as per Contracts of Employment.
- Salaries are paid by Bacs.
- The Clerk will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.

Officers and Members Expenses

- Requests for reimbursement of monies owing by way of an expense incurred is made immediately the purchase is paid and is authorised by the RFO or an appropriate official independent of the claim.
- Expenses are paid by cash, cheque and Bacs and the expense is treated as an invoice for accounting purposes.

Asset Control

- The RFO along with the Finance Officer maintains a full asset register.
- The existence and condition of assets is checked on a regular basis by Officers of the Town Council or as a need is identified.
- The adequacy of insurance of the Town Council's assets is considered annually in advance of the insurance renewal

Reviewed April 2025

Next Review March 2026

Aylsham Town Council

General Data Protection

Regulation Policy

Purpose of the policy and background to the General Data Protection Regulation

This policy explains to councillors, staff and the public about GDPR. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned. The Council is the data controller and the clerk is the Data Protection Officer (DPO). (All members of staff are data processors working under the DPO.) It is the DPO's duty to undertake an information audit and to manage the information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information. This will be included in the Job Description of the clerk.

Appointing the Clerk as the DPO must avoid a conflict of interests, in that the DPO should not determine the purposes or manner of processing personal data.

GDPR requires continued care by everyone within the council, councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as high / medium risk to the council (both financially and reputationally) and one which must be included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

Data breaches

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Staffing Committee. Investigations must be undertaken within one month

of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

It is unacceptable for non-authorised users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Notices

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.

Information Audit

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability

- the right to object
- the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the ‘right to be forgotten’) where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council’s Freedom of Information Publication Scheme. The Town Council will be informed of such requests.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian’s consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council’s website. The policy will be considered as a core policy for the Council.
- The Clerk’s Contract and Job Description will be amended to include additional responsibilities relating to data protection.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices must be issued.
- Data Protection will be included on the Council’s Risk Management Policy.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Adopted ...16th May 2018.....

Reviewed9th February 2023.....(2nd April 2025).....

Next Review.....February 2025.....(March 2027).....

Appendix e

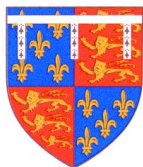
1. What Personal Data Do We Hold?			2. Lawful basis for holding personal Data				3. Consent	4. Sharing Personal data	5. Our internal processes				6. Action Needed	
To whom does it relate?	What Data is it?	Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data?	Have we a contract or privacy notice?	Contract demonstrates all necessary consents?	Shared With?	Keeper	Frequency Checked	Retention Period	Where is it held?	Protection?	Action needed
Staff														
	Contract	Yes	HR	It's a contract	Yes	Contract	Yes	External Professional Advisors	Clerk	On appointment and on review	Duration of Employment plus 6 years	PC/Filing Cabinet	Password/Key	
	PAYE	Yes	HR	legislative requirement	Yes	N/R	N/A	HMRC	Clerk	Monthly	Duration of Employment plus 6 years	PC/Filing Cabinet	Password/Key	
	Bank details	No	HR	To pay Staff Salaries	No	Contract	Yes	Bank	Clerk	Duration of Employment	Duration of Employment plus 6 years	PC/Filing Cabinet	Password/Key	
	Pension details	Yes	HR	Legislative purposes	Yes	N/R	N/A	NPF HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	PC/Filing Cabinet	Password/Key	
	Leave Form	No	HR	Employment Purposes	No	Contract	Yes	N/A	Finance	Yearly	Duration of Employment plus 6 years	Filing Cabinet		
	Appraisals	Yes	HR	Employment	No	Contract	Yes		Clerk	As needed	Duration of	PC/Filing	Password/Key	
Councillors														
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	N/R	N/A	This is public knowledge	Clerk	At Election	Term of Office + 4 years	PC/Filing Cabinet		
	Personal Contact Details	No	Democracy	legislative requirement	Yes	N/R	N/A	This is public knowledge	Clerk	At Election	Term of Office	PC/Filing Cabinet		
	Email Addresses	No	Democracy	legislative requirement	Yes	N/R	N/A	This is public knowledge	Clerk	At Election	Term of Office	PC/Filing Cabinet		
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Clerk	When Appointed	See document Retention Policy	PC/Filing Cabinet	Password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance Officer	On raising	See document Retention Policy	PC/Filing Cabinet	Password	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Finance Officer	On raising	See document Retention Policy	PC/Filing Cabinet	Password	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Finance Officer	On raising	See document Retention Policy	PC/Filing Cabinet	Password	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Finance Officer	On raising	See document Retention Policy	PC/Filing Cabinet	Password	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Finance Officer	On appointment	See document Retention Policy	PC/Filing Cabinet	Password	

	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Finance Officer	On appointment	See document Retention Policy	PC/Filing Cabinet	Password	
Residents														
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold	Clerk	On receipt	1 Year	PC/Filing Cabinet	Password	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisers, MP's, Principal Councils	Clerk	On receipt	1 year	PC/Filing Cabinet	Password	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	PC/Filing Cabinet	Password	
	General Correspondence from MOP's	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisers, MP's, Principal Councils	Clerk	On receipt	1 year	PC/Filing Cabinet	Password	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Document Retention Policy	PC/Filing Cabinet	Password	
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Document Retention Policy	PC/Filing Cabinet	Password	
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank	Finance Officer	On raising	See Document Retention Policy	PC/Filing Cabinet	Password	
Planning														
	Objections	No	Democracy	Consultation	Yes	Public Document	No contract	Public document	Clerk	On receipt	1 year	Desktop	None required	
Property														
	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	indefinitely	Server	password	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All staff	Annually	1 year	Server	password	
Allotments														

	Waiting list	No	Business	Allocation	No	Privacy Notice	No Contract	Nobody	Finance Officer	Monthly	Until plot available	PC/Filing Cabinet	password	
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Nobody	Finance Officer	Monthly	indefinite	PC/Filing Cabinet	password	
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Nobody	Finance Officer	Annually	Until agreement terminated	PC/Filing Cabinet	password	
Cemetery														
	Record of Burials	No	legal	Legislative requirement	Yes	Not applicable	Not applicable	Public document required by law	Admin Officer	On purchase	indefinite	PC/Filing Cabinet	Password	
	Purchased Graves	Sometimes	legal	Contract	No	Contract	Yes	Any reasonable request	Admin Officer	On purchase	indefinite	PC/Filing Cabinet	Password	
	Contact details of known Undertakers	No	Cemetery Functions	Contract	No	Privacy Notice	Not applicable	Bereaved families	Admin Officer	On purchase	indefinite	PC/Filing Cabinet	Password	
Farmers Market														
	Trader Contact Details	No	To provide a market	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Facilities	Each market	1 year	PC/Filing Cabinet	password	
	Trader Agreements	No	To provide a market	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Facilities	Each market	2 year	PC/Filing Cabinet	password	
	Traders Records Pat testing insurances food hygiene etc.	No	To provide a market	Legislative requirement	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Facilities	Each market	3 year	PC/Filing Cabinet	password	
	Waiting List	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Facilities	Each market	1 year	PC/Filing Cabinet	password	
Events Committee														
	Personal Contact Details	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Admin Officer	Annually	Term of Office	PC/Filing Cabinet		
	Email Addresses	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Admin Officer	Annually	Term of Office	PC/Filing Cabinet		
Cittaslow Committee														
	Personal Contact Details	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Clerk	Annually	Term of Office	PC/Filing Cabinet		

	Email Addresses	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Clerk	Annually	Term of Office	PC/Filing Cabinet		
Neighbourhood Plan														
	Personal Contact Details	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Admin Officer	Annually	Term of Office	PC/Filing Cabinet		
Christmas Lights														
	Personal Contact Details	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Committee Chairman	Annually	Term of Office	With Chairman		
	Email Addresses	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Committee Chairman	Annually	Term of Office	With Chairman		
General Market														
	Trader Contact Details	No	To provide a market	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Facilities	Each market	1 year	PC/Filing Cabinet	password	
	Trader Agreements	No	To provide a market	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Facilities	Each market	2 year	PC/Filing Cabinet	password	
	Traders Records Pat testing insurances food hygiene etc.	No	To provide a market	Legislative requirement	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Facilities	Each market	3 year	PC/Filing Cabinet	password	
	Waiting List	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Facilities	Each market	1 year	PC/Filing Cabinet	password	
QE2 Trust														
	Personal Contact Details	Yes Under 18	Grants	Charitable	Yes	N/R	N/A	Charity Trustees	Clerk	Annually	Six Years after grant	PC/Filing Cabinet	Password/Key	Set up Password
	Email Addresses	Yes Under 18	Grants	Charitable	Yes	N/R	N/A	Charity Trustees	Clerk	Annually	Six Years after grant	PC/Filing Cabinet	Password/Key	Set up Password
	Financial Details	Yes Under 18	Grants	Charitable	Yes	N/R	N/A	Charity Trustees	Clerk	Annually	Six Years after grant	PC/Filing Cabinet	Password/Key	Set up Password
	Unsuccessful Applications	Yes Under 18	Grants	Charitable	Yes	N/R	N/A	Charity Trustees	Clerk	Annually	six months after refusal	PC/Filing Cabinet	Password/Key	Set up Password
Events Data														
	Personal Contact Details	No	Organising Events	Council Function	No	Privacy Notice	N/A	Nobody without consent	Events/Admin	Annually	Whilst Valid	PC/Filing Cabinet	Password/Key	
Parking Permits														
	Personal Contact Details	No	Parking	Council Function	Yes	Privacy Notice	Yes	Nobody without consent	Facilities	Six Months	Whilst Required by owner	PC/Filing Cabinet	no	Compile Privacy
	E-mail Address	No	Parking	Council Function	Yes	Privacy Notice	Yes	Nobody without consent	Facilities	Six Months	Whilst Required by owner	PC/Filing Cabinet	no	Distribute Privacy
	Car Registration Details	No	Parking	Council Function	Yes	Privacy Notice	Yes	Nobody without consent	Facilities	Six Months	Whilst Required by owner	PC/Filing Cabinet	no	Ensure Privacy received

Archives Existing	Local/historical information	No	Information	Information	No	N/A	N/A	Publically Available	Archives	Ongoing	Indefinite	PC/Filing Cabinet	Yes	Local Government (Records) Act 1962
Archives New	Local/historical information	No	Information	Information	No	Privacy Notice	Yes	Publically Available	Archives	Ongoing	Indefinite	PC/Filing Cabinet	Yes	Local Government (Records) Act 1962
Hirers	Contact Details	Yes	Hall Hire	Hire agreement		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	
	Booking Forms	Yes	Hall Hire	Hire agreement		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	
	Key register	Yes	Hall Hire	Hire agreement		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	To lock away at end of each day
	Booking Diary	Yes	Hall Hire	to list bookings		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	To lock away at end of each day
	Invoicing	Yes	Hall Hire	Hire agreement		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	



Aylsham Town Council Data Protection Privacy Notice

1. Background

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all services and activities where we collect your personal data. This privacy notice applies to personal information processed by or on behalf of the Parish Council, as defined by the General Data Protection Regulation (GDPR) 2018.

Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website.

The Town Council and our Data Protection Officer

Aylsham Town Council is the data controller of your personal data. Following proposed changes in legislation the decision to appoint a Data Protection Officer (DPO) who is responsible for data protection compliance has been deferred. This does not impact on your statutory rights. Any data protection issues should be addressed to the Town Clerk.

2. What kinds of personal information about you do we process?

Personal information that we will process includes:

- **Personal and contact details** (e.g. title, name, addresses, phone numbers)
- **Details of family members** (e.g. burial records)
- **Copies of correspondence between you and the Council** (e.g. emails you have sent us)
- **Services you receive from us**, as well as have been interested in and have received, and the associated payment methods used (e.g. allotment records)
- **Services and goods you provide to us**, (e.g. as a sole trader)
- **Employment details** (if you apply for a job with or are employed by the Council)

3. What is the source of your personal information?

We'll collect personal information from the following general sources:

- From you directly (e.g. allotment holders, employment information)
- From your family members (e.g. in relation to burial records)

4. What do we use your personal data for?

We use your personal data, including any of the personal data listed in section 2 above, for the following purposes:



- To respond to a request for a service or manage services that we provide to you (or you provide for us, e.g. as a contractor)
- To monitor and record our communications with you and our staff (see below)
- To comply with legal and regulatory obligations, requirements and guidance
- To assess job applications or to manage existing staff employment
- To process applications for grants, or to become a councillor
- To carry out our public duties and tasks

We will never use your personal information for purposes other than those for which it was provided or obtained without first obtaining your consent.

5. What are the legal grounds for our processing of your personal information (including when we share it with others)?

We rely on the following legal bases to use your personal data:

- **Where it is needed to provide you with services**, such as processing requests for information or services that you make to the Council, or providing services to you (such as an allotment or burial plot for a family member), and at all stages and activities relevant to managing services provided to you
- To comply with our **legal obligations**
- For a **public task**, such as performing a task in the public interest or for our official functions, where the task or function has a clear basis in law
- With your **consent**, such as when you have given us clear consent to process your data for a specific purpose

6. When do we share your personal information with other organisations?

We may share information with the following third parties for the purposes listed above:

- Governmental and regulatory bodies, e.g. the District or County Council
- Other organisations and businesses who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions
- Our bank (e.g. for making payments to you)
- Our auditors

7. How and when can you withdraw your consent?

Where we rely on your consent to process personal data, you can withdraw this at any time by contacting us using the details below, or via our website.



8. Is your personal information transferred outside the UK or the EEA?

We are based in the UK but sometimes your personal information may be transferred outside the European Economic Area. If we do so we'll make sure that suitable safeguards are in place, for example by using approved contractual agreements, unless certain exceptions apply.

9. What should you do if your personal information changes?

You should tell us so that we can update our records using the contact details below or via our website. We will then update your records if we can.

10. For how long is your personal information retained by us?

Unless we explain otherwise to you, we will hold your personal information based on the following criteria:

- For as long as we are required to in line with legal and regulatory requirements or guidance
- For as long as we have reasonable needs, such as managing our relationship with you and managing our work
- For as long as we provide services to you

You can refer to our Information Audit for further detail on this.

11. What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are appropriate or not.

- The right **to be informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The right **to restrict processing** of your personal information
- The right **to have your personal information erased** (the "right to be forgotten")
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** ("data portability")

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>

Contact Us

If you have any questions about this privacy notice, or if you wish to exercise your rights or contact the DPO, you can do so via our website's [Contact Us](#) page or via email to townclerk@aylsham-tc.gov.uk.

Published 22nd May 2018

Review date: November 2018

Aylsham Town Council Financial Risk Assessment FRA1	
Risk Description	Loss or Theft of Market Income
Location	Aylsham Market Place
Staff Involved	Town Clerk, Finance Officer, Facilities Staff
Control Measures: <u>Internal</u> <ul style="list-style-type: none"> Rents from Monday and Friday markets are collected and banked during normal office hours. Farmers' market rents are banked the next working day. Collection of rents by cash or card payment to be undertaken by the Facilities Staff or in their absence the Finance Officer. Upon collection of the rent, a receipt will be issued to the stallholder in their presence. Rents banked by Finance Officer or in her absence Town Clerk. Times of banking will vary, no Town Council hi-viz vest will be worn on visit to the bank and the paying in book is to be kept in a bag and therefore out of sight to members of the public. In the event that 'cash' exceeds £500, Finance Officer /Town Clerk will be accompanied to the bank by one other member of staff/councillor In the event of a challenge on route to the bank, all staff have been briefed of procedures to follow [reissue notice if required]. Councillor Scrutineer checks on quarterly basis and reports to Council. <u>External</u> <ul style="list-style-type: none"> Insurance cover arranged for loss of cash, plus personal accident to employees. All employees handling cash subject to Fidelity Insurance Guarantee. 	
Reviewed By	Town Clerk/Finance Officer (first written June 2003)
Date	January 2024 (April 2025)
Revision adopted by Town Council February 2024 (April 2025)	
Next Review Date	September 2024 on appointment of new clerk (March 2026)

Aylsham Town Council

Financial Risk Assessment

FRA2

Risk Description	Collection, bad debts and loss of administrative income
Location	Council Office
Staff Involved	All Staff
Control Measures:	
<u>Internal</u> <ul style="list-style-type: none">• Invoices for hall hire, storage, allotments, memorials and burials are prepared by administrative staff on a timely basis.• Finance Officer to check all booking diaries to be checked monthly, in arrears, to ensure all invoices have been issued• Finance Officer to prepare monthly list of outstanding accounts to be drawn up and follow up where necessary. Invoices outstanding longer than 3 months to be reported to Council for further action in accordance with the Financial Regulations.• Irregular/one-off hirers must pay hall hire fee prior to the date of hiring/collection of key.• At the time of booking irregular/one-off hirers will be expected to pay the full hiring fee or £50, whichever is the lower to reserve the booking.• At the time of booking irregular/one-off hirers will be expected to pay a £50 refundable deposit to cover any damage or extra cleaning charges incurred as a result of the hiring.• Income is received, receipted and entered on the copy invoice and in the diary, where applicable, by Administrative Staff.• The Finance Officer, or in her absence the Town Clerk, is responsible for banking income Income is banked on a regular basis. Times will vary, no Town Council hi-viz vest to be worn, paying in book to be kept in a bag and therefore out of sight to members of the public.• In the event that cash exceeds £500, Finance Officer/Town Clerk will be accompanied to the bank by one other member of staff. Two members of staff will bank the money• In the event of a challenge on route to the bank, all staff have been briefed of procedures to follow [reissue notice if required].• Invoices and receipts books checked by Councillor Scrutineer on a quarterly basis and reported to Council.	
<u>External</u> <ul style="list-style-type: none">• Insurance cover arranged for loss of cash, plus personal accident to employees.• All employees handling cash subject to Fidelity Insurance Guarantee.	
Reviewed By	Town Clerk/ Finance Officer (first written June 2003)
Date Reviewed	January 2024 (April 2025)
Revision adopted by Town Council February 2024 (April 2025)	
Next Review Date	September 2024 on appointment of new clerk (March 2026)

Aylsham Town Council Financial Risk Assessment FRA3

Risk Description **Service Interruption due to long term absence of Town Clerk, Finance Officer, Administrative & Facilities Staff**

Location **Council Office**

Staff Involved **All Staff**

Control Measures:

Internal

- ~~The Finance Officer is also Assistant Town Clerk and in the Town Clerk's absence, due to sickness or annual leave of more than three days, assumes the role of Town Clerk~~
- In the Clerks absence to enable the work to be completed extra hours will be available to the Finance Officer and/or Administrator. These will be monitored by the chairman and vice-chairman on a weekly basis and reported to the monthly Town Council Meeting
- In the Clerk's long term absence, the Finance Officer assumes the position of RFO in accordance with S16 of the Standing Orders.
- The regular input of financial information will be undertaken by offering extra hours to the administrator, events officer or trained locum.
- The Town Clerk will hold the official role of RFO and will have responsibility for budget preparation and annual accounts.
- The Town Council are aware the clerk is already employed full time so will make allowances for postponement of some routine work and the chairman and vice-chairman will monitor the additional hours on a weekly basis, reporting monthly to the Town Council.
- If deemed appropriate due to extensive absence, then additional hours will be commissioned through engaging a trained locum.
- During prolonged absences the Town Council will ensure hours worked fall within the remit of the Working Times Directive or any other legislation that pertains.
- In the event of other staff members' absence, responsibilities **will be distributed** amongst remaining staff, co-ordinated by the Town Clerk/ ~~Finance Officer~~ as appropriate.
- There is no provision within the Council's budget for long term sickness cover for any member of staff. In the event of a long-term absence the Council may consider the use of the Reserves.

Reviewed By **Town Clerk/ ~~Finance Officer~~ (first written June 2003)**

Date Revised **January 2024 (April 2025)**

Revision adopted by Town Council February 2024 (April 2025)

Next Review Date **September 2024 on appointment of new clerk (March 2026)**

<p style="text-align: center;">Aylsham Town Council</p> <p style="text-align: center;">Financial Risk Assessment</p> <p style="text-align: center;">FRA4</p>	
Risk Description	Loss or damage by fire, wind or weather or vandalism of council buildings, street furniture or other fixed assets
Location	Various sites within the parish of Aylsham
Staff Involved	All Staff
Control Measures: <u>Internal</u> <ul style="list-style-type: none"> The Town Clerk, Maintenance Manager and Facilities Officer and Finance Officer are the nominated key holders for the Town Hall, with relevant details supplied to emergency authorities. A list of key holders on behalf of regular users is kept in the Council Office. In the event of a suspected break-in the police must be present before a member of staff enters the building. The Town Clerk is the appointed overall Health & Safety Officer with relevant contact details available in buildings and given to other authorities as appropriate. The Town Clerk, Events Officer, Maintenance Manager and Facilities Officer, as the officers in attendance, are the nominated officers with responsibility for Health & Safety for all outside events. Room hire for various functions and meetings are regulated by letting agreements signed in advance of any event. Keys for locking up, where applicable, are issued to hirers by the Events & Administrative Staff and recorded. Separate arrangements for functions requiring sale of alcohol are made in accordance with the requirements of the Town Hall licence and co-ordinated by the Facilities Officer or in his absence the Town Clerk or Finance Officer. <u>External</u> <ul style="list-style-type: none"> Buildings, contents, street furniture and other fixed assets insured for loss, destruction or unauthorised entry resulting in theft or damage of contents. All valuations adjusted annually and an Assets Register is maintained by the Finance Officer. Inspections of all premises will be carried out by a professional surveyor as directed by the Council. 	
Reviewed By	Town Clerk/ Finance Officer (First written June 2003)
Date	January 2024 (April 2025)
Revision adopted by Town Council February 2024 (April 2025)	
Next Review Date	September 2024 on appointment of new clerk (March 2026)

<p style="text-align: center;">Aylsham Town Council</p> <p style="text-align: center;">Financial Risk Assessment</p> <p style="text-align: center;">FRA5</p>	
Risk Description	Authorisation & control of goods & services
Location	Various sites within the Parish of Aylsham
Staff Involved	All Staff
Control Measures: <u>Internal</u> <ul style="list-style-type: none"> • Supply of all goods and services are regulated by the Council's Standing Orders and Financial Regulations under the control of the Town Clerk/ Finance Officer. • Where necessary, goods supplied against fixed offer price/estimate will be approved by the Council and supported by the relevant minute. • Office stationery, Town Hall, Drill Hall, Churchyard, Cemetery, Allotments, Public Toilets and Market Place supplies will be authorised by the Town Clerk/ Finance Officer • Goods will be received and checked by the staff officers and the invoice passed for payment to the Finance Officer. • Orders for Christmas lights must be made by purchase order supported by the relevant Minute of the Committee Meeting. • Council Scrutineer checks a sample of payments/receipts on a quarterly basis and reports to Council as appropriate. • Internal audit provided by Auditing Solutions Limited, who check a sample of payments to ensure compliance with Standing Orders and Financial Regulations and that all payments are supported by vouchers, expenditure approved by Council as appropriate and VAT properly accounted for. <u>External</u> <ul style="list-style-type: none"> • External Auditor and annual publication of accounts and availability of financial records for public inspection prior to audit in accordance with legislation. 	
Reviewed By	Town Clerk/ Finance Officer (first written June 2003)
Date Revised	January 2024 (April 2025)
Revision adopted by Town Council February 2024 (April 2025)	
Next Review Date	September 2024 on appointment of new clerk (March 2026)

Aylsham Town Council Financial Risk Assessment FRA6	
Risk Description	Banking, Investment Arrangements & Controls
Location	Council Office
Staff Involved	Financial Officer
Control Measures: <u>Internal</u> <ul style="list-style-type: none"> • All banking arrangements and any alterations to banking services approved by full Council and recorded in the Minutes. • Bank accounts are constantly checked by the Finance Office to ensure that sufficient funds are available in the Current Account to meet payments made. • Cheques and other supported payment papers are signed by the appointed cheque signatories on a weekly basis. • The Finance Officer will initial all payments to indicate compliance with financial procedures. • The Finance Officer and the Town Clerk are authorised to make transfers between the Current and Active Saver accounts held with Barclays Bank, manually or via the Internet. • Reconciliation of all bank accounts is carried out on a monthly basis by the Finance Officer. These are checked by the Town Clerk and sample checks are made by the Internal Auditor, Auditing Solutions Limited. <u>External</u> <ul style="list-style-type: none"> • All banking instructions, mandates which are pursuant to a Resolution of the Council, will be made in writing, signed by the Finance Officer or the Town Clerk with a hard copy being retained on file. 	
Reviewed By	Town Clerk/Finance Officer (first written June 2003)
Date revised	January 2024 (April 2025)
Revision adopted by Town Council February 2024 (April 2025)	
Next Review Date	September 2024 on appointment of new clerk (March 2026)

<p style="text-align: center;">Aylsham Town Council</p> <p style="text-align: center;">Financial Risk Assessment</p> <p style="text-align: center;">FRA7</p>	
Risk Description	Loss or interruption of agency services provided or administered on behalf of Broadland District Council. Currently the following: Monitoring of Car Parks
Location	Car Parks
Staff Involved	All Staff
<p>Control Measures:</p> <p><u>Internal</u></p> <ul style="list-style-type: none"> • Regular inspections are undertaken and reports prepared by Administrative staff. • A written report is submitted to Broadland District Council every six months. • Upon receiving notification of a fault/disruption in service, Town Council staff will inspect site, make safe as appropriate and obtain necessary quotations for consideration by Broadland District Council. <p><u>External</u></p> <ul style="list-style-type: none"> • Insurance cover for public liability in place. • Broadland District Council staff available to assist in the event of an emergency. 	
Reviewed By	Town Clerk/ Finance Officer (first written June 2003)
Date Revised	January 2024 (April 2025)
Revision adopted by Town Council February 2024 (April 2025)	
Next Review Date	September 2024 on appointment of new clerk (March 2026)

<p style="text-align: center;">Aylsham Town Council</p> <p style="text-align: center;">Financial Risk Assessment</p> <p style="text-align: center;">FRA8</p>	
Risk Description	Employment and control of staff and payroll
Location	Council Office, Town Hall, Market Place
Staff Involved	All Staff
Control Measures: <u>Internal</u> <ul style="list-style-type: none"> • All staff appointments are made by a Panel appointed by the Council. • The Town Clerk has overall responsibility for the direction and activities of all staff employed by the Council. • Payroll is managed by the Finance Officer / Office Manager. Payments are made monthly on-line and authorised by the appointed cheque signatories. • All papers relating to staffing matters are kept in a separate locked file accessed by the Town Clerk or Finance Officer only • All electronic files are password protected accessed by the Town Clerk or Finance Officer <u>External</u> <ul style="list-style-type: none"> • The Council approves the appointment, pay and terms and conditions of service of all employees and any significant variations to same. • The Council approves all annual pay adjustments and changes to the national terms and conditions of service, including the wording of standard Contracts of Employment for all employees. 	
Reviewed By	Town Clerk/ Finance Officer (first written June 2003)
Date Revised	January 2024 (April 2025)
Revision adopted by Town Council February 2024 (April 2025)	
Next Review Date	September 2024 on appointment of new clerk (March 2026)

Aylsham Town Council

Financial Risk Assessment

FRA9

Risk Description	Events Income
Location	Council Office, Town Hall and event venues
Staff Involved	All Staff
Control Measures: Internal <ul style="list-style-type: none"> • Invoices for suppliers prepared by the Events and Administrative Officer as appropriate. • The Finance Officer prepares a monthly list of outstanding accounts and follows up where necessary. Invoices outstanding longer than 3 months reported to Council for further action in accordance with Financial Regulations. • Income from Tickets Sales, Pitch Fees, Refreshments, Raffles, etc. will be received by the Events & Administration Officer or Finance Officer and receipted where necessary before being passed for banking. • During an event cash will be collected frequently by the appropriate Officer and locked away in the safe in the Town Clerks Office. • In the event of predicted cash income exceeding £1,000 during an event, the Events & Administration Officer is responsible for advising the Finance Officer to enable an extension in the insurance cover to be obtained. • The Finance Officer or Events & Administration Officer is responsible for counting income as soon as possible after the event, in the presence of another Officer, or in their absence the Town Clerk. • The Finance Officer, or in her absence the Town Clerk, is responsible for banking income Income is banked on a regular basis. Times will vary, no Town Council hi-viz vest to be worn, paying in book to be kept in a bag and therefore out of sight to members of the public. • In the event that cash exceeds £500, Finance Officer/Town Clerk will be accompanied to the bank by one other member of staff. Two members of staff will bank the money • In the event of a challenge on route to the bank, all staff have been briefed of procedures to follow. [reissue notice if required]. • Invoices and receipt books are checked by the Councillor Scrutineer on a regular basis and reported to Council. External <ul style="list-style-type: none"> • Insurance cover arranged for loss of cash, plus personal accident to employees. • All employees handling cash subject to Fidelity Insurance Guarantee. 	
Reviewed By	Town Clerk/Finance Officer (first written February 2013)
Date	January 2024 (April 2025)
Revision adopted by Town Council February 2024 (April 2025)	
Next Review Date	September 2024 on appointment of new clerk (March 2026)



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



Present:-

Grizelda Tyler (Chair)
Kay Montandon
Shelley Hudson
Patrick Prekopp
Anna Magyar
Kate MacKenzie
Bryce Davies

Cheryl Bould (Vice Chair)
Reannon Tapp
Jenny Haycocks
Sue Catchpole
Leslie Cannon
Heather Walters

Phil Chapman Locum Clerk

1. TO NOTE APOLOGIES FOR ABSENCE

Apologies received from Yvonne Stuart, Fiona Scott, and Michael.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES

The minutes of the meeting held on 3rd February 2025 were **confirmed** as a true record of the business conducted at the meeting. A couple of amendments to the group listings in the minutes are needed. These were noted.

4. MATTERS ARISING

None.

5. TERMS OF REFERENCE

The Terms of Reference had been amended following debate at the previous meeting. It was **resolved** to adopt these Terms of Reference with the new wording moving forward. The clerk was requested to confirm the procedure for requesting funds for the working group moving forward.

6. PROJECT WORK

Transport:- Kay spoke about the work Transport had been doing, including proposals for a version of a roundabout at the pump on Cawston Road, Traffic lights at the pinch point part way down Burgh Road at the Town end of the road. Kay also spoke about the possible creation of around 28 parking spaces at Mileham Drive and the Transport Hub was to be made into a formal project.

Energy:- Grizelda spoke about the Thermal Imaging camera which had a good level of take-up, and people as far as Saxthorpe had been making use of it. It was thought it could work in reverse to identify insulation needs in hot temperatures as well as low one. Grizelda also spoke about insulation, which the group was still working on. It needs bulk deals, but the barrier to take-up is getting enough expressions of interest before moving to a contractor.

7. GROUP UPDATES

Yvonne updated the group on the films and talks that were planned for the year. The first would be the filming of 6 inches of soil on 22nd March 2025. This event would also have a number of guests and some discussion. Comms would make sure a report of the event was prepared and submitted to the EDP and to Just Aylsham.

Comms:- Update was circulated prior to meeting and is attached.

In relation to group updates and internal reviews it was questioned how appropriate targets were, and how they could be measured. It was decided outcomes should be targeted but it was accepted that measurement was difficult. It was suggested that forms for all paperwork which already needed project proposals, should include close down reports, including data and evidence and publicity of the project.

Group Updates – It was decided that each group should send to the clerk their review document which would be collated and circulated before the next meeting.

8. CIL PROJECTS

Kay spoke about the need to consider, discuss, and create a list of CIL projects to assist with building infrastructure within the town to cope with the new developments. A community lending library would be added to the ACE and Town Council lists. The waste bin project discussed at item 12 is also to be added to the CIL list for both ACE and Town Council.

9. TALKS AND WORKSHOPS

Yvonne and Grizelda would work on a list of talks for the coming year, and these would be in addition to the ACE meetings.

10. GREEN DAY

It was **resolved** to formally cancel Green Day. The talk for the 22nd provisionally scheduled for before the film showing of 6 inches of soil, was to be cancelled.

11. EVENTS

- a) It was **resolved** to have a table at the Community Fayre on 7th June. This would need a rota of volunteers to staff the table, and should be a rolling agenda item.
- b) It was **resolved** for ACE to attend Family Learning on 21st June. The hook-a-duck had been very good last year, and quite popular but again needed volunteers on a rota to work for around 4 hours. Jenny, Riannon and Brice volunteered for this.

12. TOWN WASTE

The Clerk raised the subject of the new Waste regulations, and although the Council was exempt from having to comply until 2027, the clerk felt that the Council should consider adopting the requirements straight away. It seemed that compliance within the Town and Drill Hall would not be complex, but the 22-23 street bins within the town would be far more complex, expensive, and likely need a high degree of education of users. The Clerk said he was looking for an indication of feelings of support for this matter, before

he presented the same proposal to the Town Council a few days later. The proposal was very well received with ACE members believing it is something the Council should adopt and lead by example, despite the complications and costs. It was therefore **resolved** to support this project.

13.ITEMS FOR FUTURE DISCUSSION

CIL projects should be added to the list, as should the collation of the reviews by the clerk.

14.DATE OF NEXT MEETING

To confirm the date of the next meeting as Monday 7th April 2025.

There being no further business the meeting was closed at 20.57.

C&C (Communications) Annual Report for 2024

Members of C&C: Cheryl Bould (Chair), Pat Prekopp, Lesley Cannon, Lilie Ferrari

C&C Group met monthly, timing their meetings so that they could report on recent activities to the main ACE meeting. Minutes of all meetings were taken and stored.

We have had a busy year, developing ACE's social media profile as well as keeping the ACE website up to date, sending items to Just Aylsham, playing an active part in organising and publicising Green Day, and promoting the activities of ACE groups. We have also attended events for ACE such as Family Learning Day.

Social Media:

Facebook:

At the start of the year, our Facebook profile was as follows:

Followers: 153
Reach: 3.9k
Content published: 140
Engagement: 1.4k (up 15% from previous 90 days)
Most active followers: on Mondays
Gender: 76.9% women
23.1% men
Age breakdown of followers: 18-24 – 1.7%
25-34 - 10.1%
35-44 – 19.9%
45-54 – 21.6%

By March 2024, our Facebook Profile was as follows:

Followers: 271
Reach: 5.7k
Engagement: 1.4k
Gender: 82% women, 18% men
Age breakdown:
65+ - 22.1%
55-64 - 22.5%
45-54 - 24.3%
Other – 31.1%

Facebook is our main social media tool to interact with residents. Interestingly, the gap between numbers of male and female followers has increased over the year but we attract followers from across the age ranges which is positive. Perhaps we need to look at how to engage with more male residents or perhaps this figure reflects a wider trend online?

Instagram

Followers: 313

Example video post about local walking routes: 272 views, reaching 217 accounts, 76% of whom were non followers, 12 post interactions.

The Instagram account grows steadily and is where ACE links with local businesses and other likeminded groups, mainly active in Norfolk.

ACE Website

Ace-aylsham.org has been mostly dormant mainly through lack of new content, group updates or downtime caused by platform malfunction.

The following lists the entire output of the five groups in two years:

Energy:	Two posts – dated 11 Nov 2023 and 2 Sept 2024
Nature:	Five posts between 25 Oct - 9 Aug 2024 including two on swifts.
Transport:	Two posts – 12 Aug 2023 - 8 April 2024
Waste:	Five posts – 13 Dec 2023 - 12 Dec 2024 mainly
Food:	Three posts – 9 July 2023 - 8 June 2024

Just Aylsham

We had an ACE publicity piece in seven Just Aylsham editions over the year – some were publicity and post-event reporting for Green Day, others highlighted activities by ACE groups.

Proposals from Comms

1. **Noticeboards** – the proposal for three new noticeboards specifically for ACE – one for the Town Hall, one for Bure Meadows and one for Willow Park – was passed by the Town Council in early 2024. We await developments.
2. **For the Green Day event in September 2024** Lesley Cannon proposed an order of 40 Green organic cotton T-shirts with ACE logo on front and back. Passed by the Town Council and ordered 9 September 2024
Consisting of
10 M, 15 L, 15 XL
Cost per shirt: £8.05
Total cost £340.00 plus a set up one-off charge £40.00 + VAT (can be reclaimed)
ACE stall volunteers each received a free t-shirt and one was sold on the day.
The remaining T-shirts are stored in the town council offices, and can now be sold at ACE events at £10.50 each.
Lesley also requested an order for 100 ACE logo lapel stickers. Due to changes in Town Hall personnel at the time, we are not sure of the outcome of this order.

The future for Comms

Our Comms Group is evolving, and we will be looking to add new volunteers. An article about this will be in Just Aylsham shortly. Cheryl Bould will be resigning as Chair of the Communications Group, in view of her new position as Vice Chair of the Town Council

and the increased workload that will entail. Lilie Ferrari is stepping down due to personal and professional commitments. Pat Prekopp wants to focus on *CittaSlow* and Slow Food, (he is Chair of both) and his other Town Council roles, although he will continue to support ACE by maintaining the website. Lesley Cannon will continue working for ACE Comms, using her creative skills. Anyone interested in joining this busy group, please contact CherylBould@aylsham-tc.co.uk.

Ways communication can be improved:

- **More communication from the groups. We suggest that group reports should be on the full ACE agenda every month, and these items should roll over, to enable continuous progress reports.**
- **Where applicable, we need a close-down report for each project when/if it comes to fruition, to give us an opportunity to publicise the outcome.**

We have worked very hard and we are proud of the progress we have made as a group. We hope the Comms Group will continue bringing ACE to the attention of Aylsham and surrounding areas.

LF 27.2.25

Transport Group Report

The Transport Group has been set up to implement the Traffic Strategy for Aylsham Town Centre, to improve the accessibility and mobility of residents getting into and around town, and to increase active and sustainable transport options for the community. We must, of course, also give special regard to increased activity arising over the next few years as the new housing developments move to completion. Our success will be measured by: projects implemented from the Traffic Strategy, increase in walking and cycling journeys, increase in public transport journeys, use of park and stride or park and ride facilities on the outskirts of town rather than in the centre.

DRAFT



**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 19th MARCH 2025 AT 11am.**

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
Cheryl Bould - Aylsham Town Council
Mary Evans - Aylsham Town Council
Kevin Cunnane - Aylsham Town Council
Giles Margaron - Aylsham Community Partnership
Tim Briscoe - Aylsham Business Consortium
Mo Anderson-Dungar - W.I.
Wendy Sadler - Aylsham in Bloom
Jean St.Clair - U3A
Mike Downes - Aylsham & District Rotary Club
Graham Peers - Broadland District Council
Jayne Andrew - Heritage Centre

Phil Chapman, Locum Clerk
No members of the public

1. APOLOGIES FOR ABSENCE

Apologies were received and noted from Dan Apps, and from Julie Boyd by email.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES

The minutes had been previously circulated for the previous meeting held on the 19th February 2025. These were **agreed** as a true record of the business conducted and were signed by the chairman.

4. MATTERS ARISING

The Clerk reported that he had investigated the question raised by the Chair at the last meeting regarding Sunday trading and for this event and there was no issue with trading in the market square on Sunday from the perspective of the Sunday Trading Laws.

The Clerk also reported that he had investigated a matter raised by Mo Anderson-Dungar at the previous meeting regarding the old Visit Aylsham app. The Clerk had spoken to Adam Payne, who had confirmed that there were no fees outstanding.

Adam has also confirmed that the old app was functioning and the server space was being paid for and would run up until December 2025.

5. PUBLIC PARTICIPATION

None.

6. CITTASLOW UK AND CITTASLOW INTERNATIONAL

Mo Anderson-Dungar reported that the Co-ordinating Committee Spring 2025 Meeting would take place on 29th March 2025 which she would attend by Zoom. The CITTASLOW UK CIC accounts had been filed and Mo had sent an email regarding dates for an AGM but would leave it until the new clerk is in position.

7. CITTASLOW 2025

- c. The chair gave a run-down of events currently proposed and rough dates including:
- i. **Open Farm Sunday** – No progress and no response from LEAF – so this will be in abeyance and likely cancelled.
 - ii. **International Street Food Fair** – This is now full, and street arrangements have been made. Red Lion Street will be closed. Tim Briscoe reported that businesses were excited and enthusiastic about the event.
 - iii. **Restaurant Week** – Patrick and ABC will work with Dan Apps on posters for the event.
 - iv. **Launch** – 12th April will be the soft launch of Cittaslow 2025, at Farmers Market and hopefully a piece in Just Aylsham.
 - v. **Community Fair** – 7th June, at the Town Hall and market in the square, has 24 community groups participating.
 - vi. **Market Towns Group** – This will be updated at the next meeting.
 - vii. **Rural Capital of Food** – Dan not present, but it will be moving forward.

8. MARKETS

The Clerk provided an update from Ryan Jeckell, who oversees the markets. The Monday market is full at 10 in attendance, and interest from a couple of others, so a waiting list is continuing to grow. The Friday markets are a bit low on traders due to holidays and illness. We have lost a couple of stalls, one being the pie man who is taking a break due to ill health. With the better weather some seasonal traders are likely to return to have a total of around 8 stalls.

Attendance at the Food and Craft Market has been lower than usual, which is considered typical for this time of year. Out of a maximum capacity of 18 traders, the next market looks set to have between 10 and 13 stalls, including charity stalls. In May there should be a couple more craft stalls.

9. ACE

Comms group is changing, and there will likely be a drop in posting. The decision had been made not to hold Green Day, instead there would be a range of evening talks and discussions and events of a different nature. The one-off event would therefore be replaced by a series of events.

10. PROJECTS

The previous visit Aylsham app was discussed. It was **resolved** not to continue with this following from advice from Dan Apps about duplication of work, and the fact that the purpose of the app could be achieved from mobile friendly version of the website. The question of funding was raised with it left to the new Clerk to update the committee at the next meeting about funding of the hosting. The first 3 months had been paid but would be running out soon.

Jayne discussed History week including the friendly invasion event, and walking trails.

11. EVENTS.

Giles gave a brief update but this was limited because the events committee was meeting later that evening.

12. SLOW FOOD.

A Report had been supplied by Patrick and is attached below. SlowFood had collaborated on a rotary event which had been successful.

13. AYLSHAM IN BLOOM

Wendy gave an update on the planters to say that Sue Lake had made a start on the lottery grant application with help from Andy Bell. Wendy was looking for an update on the plaques discussed at the previous meeting but this would have to wait for Dan to be available. Whilst the lottery grant is something the council will be assisting with in the first instance, this project was approved at full council, and if unsuccessful it would need to look for alternative sources of funding. AiB will be funding both the plaques and the planting of the planters which is estimated to be a total of around £1000.

14. AYLSHAM BUSINESS CONSORTIUM

ABC will be having a meeting on 1st April and will be able to provide an update after that meeting.

15. AYLSHAM SHOW

The clerk updated the committee on the outcome of research in regards to the marquees. The Town Council has two large 6m x 12m marquees but both are believed to be unserviceable. One is torn and stained and getting worse each time. The other has damaged poles and missing pieces. A smaller 3m x 6m marquee is also unserviceable having sustained wind damage. There is also a 3m x 3m gazebo but this is too small for the show. A new one is in the budget, and Gavin Watson has found one at a cost of £1200.

The Chair had spoken with the Aylsham Show organisers, and was waiting for feedback on the costs, power arrangements, and Wi-Fi. The idea is to share a tent/marquee which needs to be three to four at least. Country Market, U3a, W.I. ACE, are likely to be wanting to share, and commitments should be made for the next meeting.

16. AYLSHAM PARISH CHURCH

Julie Boyd is on sabbatical for 3 months and will return to attending meetings thereafter.

17. ITEMS FOR NEXT AGENDA

U3A update and Aylsham Rotary Club update to be added as standing items.

18. DATE OF NEXT MEETING

The date and time of the next meeting would be *16th April 2025*, at 11.00 in the Drill Hall. The Clerk made the committee aware that moving forward the Drill Hall meeting room would not be available as it would be a regular hire to TSB bank on a Wednesday. The Drill Hall is free on a Tuesday or it would need to be moved to the Town Hall.

There being no further business the meeting was closed at 12.11

DRAFT

Report to Cittaslow Aylsham Committee
Wednesday, 19 March 2025, at the Drill Hall, Aylsham

SFA update

Last meeting 10 March 2025.

Activity

Food& Craft Mkt – Sat 1 March

- Made £25 from sale of five recipe books
- Snail raffle – 16 so far (£8 raised) tbc at next F&C market.

Aylsham Rotary – Presentation on Slow movement
at Community Collaboration session (13 March).

2025

Just Aylsham report (Part 1) – 8 March (part 2 in next issue)
– Soft launch for anniversary. How it started.

SFA + Cittaslow

- Farm Trail – Ongoing. LEAF negotiations abandoned.
- International Street Food Fair – Fully booked. Entertainment organised.
- Food & Drink Week – with ABC support.

Events

Aylsham Picture House – Bar preparation for “Six inches of Soil” screening.

Family Learning Day – 22 June – Preparations in hand.

Aylsham Show – 26 August – Discussion on “Town Tent”.
No news from Show.

Food Festival – 4,5,6 Oct

Entertainment organised – two buskers for Saturday Market + children’s
entertainer.

Date of next meeting – 14 April.

Patrick Prekopp
Chair SFA



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entertainer.

Date of next meeting – 14 April.

Patrick Prekopp
Chair SFA



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 19TH MARCH 2025 at 7:00pm

PRESENT:

Fiona O'Hara	-	Chair (Town Resident)
Patrick Prekopp	-	Councillor
Joan Bennett	-	Councillor
Kevin Cunnane	-	Councillor
David Anderson	-	Councillor
Giles Margaron	-	Town Resident
Faye Le Bon	-	Incoming Town Clerk
Caron Lawrence	-	Aylsham Business Consortium
Donna Butcher	-	Office & Events Manager

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies received from Emma Payne.

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 19TH FEBRUARY 2025

The minutes of the meeting held on Wednesday 19th February 2025, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

None.

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

None present.

6. TO RECEIVE AN UPDATE FOR THE COMMUNITY FAYRE

Patrick recapped for the committee, on Cheryl Bould's behalf, that the event will be held on 7 June from 10am-2pm. There will be children's activity sessions and biscuit decorating in the Green Room, supervised by the church's volunteers. Joan offered to man the Aylsham Town Council table.

7. TO RECEIVE AN UPDATE FOR MOTHER'S DAY AFTERNOON TEA

Donna advised the committee that the event had been cancelled due to lack of bookings. It was thought that this could be due to more competition with Mother's Day events and the continuing cost of living crisis.

8. TO RECEIVE AN UPDATE FOR HEALTHY TOWNS

Heathy Towns event being held Thursday 3rd April, 10am-1pm. The event is being managed by the Market Surgery PPG.

9. TO RECEIVE AN UPDATE FOR THE STREET FOOD FESTIVAL

Patrick confirmed that 15 vendors have signed up for the event. Road closure to be put in place for the Market Place and Red Lion Street. This event will be followed by the Food and Drink Festival, which is to take place the week after with offers and vouchers from local businesses. Fiona confirmed as Event Manager on the day, in Donna's absence. Volunteers needed for duties on the day. Fiona to meet with Donna to formulate an event plan.

10. TO RECEIVE AN UPATE FOR THE VE DAY STREET PARTY

Donna confirmed that the Bands have been booked. Kitty Collins, a 40s tribute singer, and Agent Orange. Also that a £300 community VE Day grant from Broadland District Council has been applied for to go toward the cost of bunting for the Town Hall and Market Place. Fiona will look into the King's Fund for any further grants available. Road closure to be put in place for the Market Place and Red Lion Street. Joan to deliver letters to the residents in these areas to inform them of this. A small supply of bunting to be given to the businesses on Red Lion Street, Caron to liaise with the businesses regarding this.

11. TO DISCUSS PLANS FOR THE VE DAY TRAIL

Donna informed the committee that, following a meeting with Michelle Steadman regarding organising the VE Day trail, there would be no involvement required from the committee regarding this.

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

None.

13. TO AGREE DATE OF NEXT MEETING

The next meeting will be held on Wednesday 16th April 2025 at 7pm in the Council Chamber.

14. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 7:35pm



**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD AT THE TOWN HALL, ON THURSDAY 13th MARCH 2025 AT 13:00**

PRESENT: Pat Prekopp (Chair)
Chery Bould (Vice Chair)
Kay Montandon

1. ELECTION OF CHAIR

It was *resolved* to elect Patrick Prekopp as chair.

2. ELECTION OF VICE CHAIR

It was *resolved* to elect Cheryl Bould as vice chair.

3. APOLOGIES FOR ABSENCE

Apologies were received and noted from Trevor Bennett and from Mary Evans by email.

4. DECLARATIONS OF INTEREST

None.

5. MINUTES

There are no minutes to consider.

6. MATTERS ARISING

As there are no minutes there are no matters to consider.

7. MEETING DATES

Discussions took place regarding schedules for meetings moving forward. Patrick favoured daytimes, and the end of week two was also favoured. Ongoing schedule would be agreed at the next meeting.

8. PUBLIC PARTICIPATION

None.

9. EXISTING APPLICATIONS

Updates were received for previous applications under consideration by Broadland District Council as set out in *Table 1* of the agenda. For future agendas can Aylsham Town Councils decisions be added to the table.

10. NEW APPLICATIONS

The Committee considered the following new planning applications set out in *Table 2*.

- a. 26, Reeds Lane. (2025/0279). **No objection.**
- b. 2, Mashes Row (2025/0316). **No objection.**
- c. 15, Cromer Road (2025/0339). **No objection.**
- d. 15, Cromer Road (2025/0340). **No objection.**
- e. Highfield, 30 Holman Road (2025/0061). **Object.** The Council objects to this development for the following reasons:-
 - *The proposed Juliet balcony and first-floor extension would result in an unacceptable loss of privacy to neighbouring properties (contrary to NPPF para 130(f) and Broadland Policy GC4).*
 - *The development risks damage to mature oak trees on the site, which are important to the character of the Aylsham Conservation Area and require appropriate arboricultural assessment (NPPF paras 174 and 180; Broadland Policy EN1).*
 - *The plans submitted are likely inaccurate in elevation labelling, which undermines proper public and professional scrutiny.*
 - *The scale and massing of the development, particularly in a Conservation Area, risks harm to local character (NPPF paras 199–202 and Broadland Policy EN2).*
 - *There are serious concerns regarding potential unauthorised commercial use of the garage and extension for business-related activities, including fabrication and storage, which would be inappropriate in a residential setting, leading to traffic and amenity concerns (NPPF paras 111 and 130; Broadland Policy GC4).*
 - *The proposed link extension may compromise access for emergency services and add to local traffic on a narrow residential road close to a junction.*
- f. 43, Stuart Road (2025/0516). **Object.** The Council objects to this development for the following reasons:-
 - *The scale and massing of the proposed extension are considered excessive in relation to the size of the plot, resulting in overdevelopment and a cramped appearance (contrary to NPPF para 130 and Broadland Development Management Policy GC4).*
 - *The density of built form, particularly to the rear and side boundaries, reduces space around the dwelling, eroding the established pattern of development in the area (NPPF para 134; Broadland Policy GC4).*
 - *The proposal would diminish visual separation between properties, potentially setting an undesirable precedent for intensification that would be harmful to the character of the street scene (NPPF para 130(c) and (d); Broadland Policy GC4).*
 - *The Town Council is concerned that this proposal fails to reflect the scale and proportion of surrounding dwellings (NPPF para 130(e)) and lacks sufficient outdoor amenity space post-development, which is important to the well-being of occupiers (NPPF para 92(c)).*
 - *While no neighbour objections are currently listed, the visual impact on neighbouring properties, including potential overshadowing and overbearing effects, remains a concern (NPPF para 130(f); Broadland Policy GC4).*

- g. 43, Jannys Close (2025/0657). **Object.** The Council objects to this development for the following reasons:-

- *The proposed two-storey side extension appears to represent an overdevelopment of the site, resulting in a tight and potentially overbearing relationship to the plot boundaries (contrary to NPPF paragraph 130 and Broadland Development Management Policy GC4).*
- *The layout and design may fail to maintain the established spatial character of the area, eroding the open appearance and rhythm between properties (NPPF paragraph 134).*
- *The proposal may negatively impact the amenity of adjacent residents, including potential dominance or overshadowing, depending on scale and siting (NPPF paragraph 130(f)).*
- *Concern is raised that the scheme does not adequately demonstrate how it will respond to local context, particularly in terms of scale and built form, as required by Broadland Policy GC4.*

11. LATEST APPLICATIONS

None

12. LARGE TOWN DEVELOPMENTS

- Norwich Road Site.** This development is now under way having recently been given full written planning permission. The Play Area proposals are being discussed with the developer and discussions have been favourable. An updated design based on recommendations from Cheryl Bould will be created. The Sustainable Transport Hub will be released to the Town Council on the sale of the 100th dwelling. There is hardcore located at the transport hub already and a design is needed asap. Watsons will be the managing agent.
- Burgh Road.** Following the approval at the planning committee some extra consultation was required with Highways regarding bus stops and crossings. This had very regrettably been declined. The Town Council is very disappointed at this outcome as the Council believes both are vitally needed.

13. CORRESPONDENCE AND COMPLAINTS

- The Council had received two complaints from members of the public regarding scaffolding that had been raised on a property in Red Lion Street. This is a matter for the District Council and the complaint had been passed on.
- Complaints had been received from members of the public regarding the Burgh Road development. This is a matter for the District Council and the complaint had been passed on.
- Complaints from members of the public regarding Norwich Road development. This is a matter for the District Council and the complaint had been passed on.
- None.

14. COUNCILLOR SURGERY

Councillor surgery sessions are a good opportunity to raise planning and development issues. They allow members of the public to speak directly with councillors and take place on *Friday 14 March 9am-10am, Wednesday 2 April 6:30pm-7pm, Friday 18 April 9am-10am, and Wednesday 5 May 6:30pm-7pm.*

15. FUTURE AGENDA

None.

16. NEXT MEETING

The date and time of the next meeting would be *Wednesday 9th April 2025*, at 19.00 in the Council Chamber.

There being no further business the meeting was closed at 14.14