

# HEELIS & LODGE

## Local Council Services • Internal Audit

### **Year End Internal Audit Report for Aylsham Town Council – 2023/2024**

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 2023 and should be read in conjunction with the Interim Internal Audit report dated 14/12/2023. The following recommendations/comments have been made:

Income: £602,411.22      Expenditure: £636,176.33      Reserves: £353,006.07

#### AGAR Completion:

Section One: **No**

Section Two: **Yes – draft figures**

Annual Internal Audit Report 2023/2024: **Yes**

Certificate of Exemption: **No**

#### **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

VAT reclaimed during the year: **Yes**      Registered: **Yes**

Period:	Amount:
1/4/2023 – 30/6/2023	£11,101.39
1/7/2023 – 30/9/2023	£7,633.32
1/10/2023 – 31/12/2023	£10,172.83
1/1/2024 – 31/3/2024	£9,256.63

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

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.

Insurance was in place for the year of audit. The Risk Assessment, including Internal Controls, was reviewed at a meeting held on 7/2/2024 (Ref: 10.e).

The Council have effective 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.

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

2023 Annual Return, Section One Published – Yes

2023 Annual Return, Section Two Published – Yes

2023 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

Start Date 28/6/2023

End Date 8/8/2023

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website.

The Council have met the publication requirements. The AGARs for the 2018-2019 and 2019-2020 financial years are currently on editing site due to a technicality which is due to be resolved imminently.

**Budgetary controls**  
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £455,305 (2023-2024)      Date: 4/1/2023 (Ref: 10.c)  
Precept: £489,950 (2024-2025)      Date: 11/1/2024 (Ref: 14.c)

Effective 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 between January – March 2024.

Fees for long term hire of the Drill Hall were reviewed at a meeting held on 7/2/2024 (Ref: 21.b).

Town Council fee charges were reviewed at a meeting held on 6/3/2024 (Ref: 10.f).

**Payroll controls**

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

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

The Council continue to operate RTI in accordance with HMRC regulations. Supporting paperwork is in place and a P60 has been produced as part of the year end process. Eligible employees have joined the nominated pension scheme.

It is noted that the Council undertook a review of salaries at a meeting held on 7/2/2024 (Ref: 22.b).

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

A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £3,878,327.27. 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:

Barclays Current	xxxx0044	£26,698.55	
Barclays Active Saver	xxxx0191	£16,223.83	
PSDF	xxxx001PC	£216,220.25	
Shawbrook Fixed Bond	xxxx9944	£90,389.93	(21/7/2023)
Petty Cash		£250.00	

The Council have undertaken further investigations regarding the Shawbrook Fixed Bond. The funds have rolled over into a Business Maturity Funds Account but no paperwork for the account has been received. The Council continue to pursue this.

The Council had outstanding loans at 31/3/2024 of:

PWLB	£148,437.50
Salix	£20,000.00

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

The Council have adequate general reserves £20,037.83 and have identified earmarked reserves of £332,968.24 in their year end accounts.

It is noted in the year end accounts that general reserves are quite low, whilst earmarked reserves are relatively high. The Council should evaluate the risk involved with general reserves at this level, in particular with unexpected revenue expenditure. This could take the form of a Reserves Policy.

**Recommendation:** To review the level of general reserves and consider the adoption of a Reserves Policy.

**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.

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.

**Internal Audit Procedures**

The 2023 Internal Audit report was considered by the Council at a meeting held on 7/2/2024 (Ref: 11.a). Recommendations in the report were considered by the Effectiveness of Internal Control Working Party at a meeting held on 23/1/2024 prior to reporting to full Council on 7/2/2024.

A review of the effectiveness of the Internal Audit was carried out on 7/2/2024 (Ref: 10.d).

**Additional Comments/Recommendations**

- ↗ 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 for her assistance during the course of the audit work and the quality of documentation provided for the audit.



**Heather Heelis**  
**Heelis & Lodge**  
23 May 2024

# Aylsham Town Council

01/04/2023 to 31/03/2024

(Last) Year Ended  
31 Mar 2023

(Current) Year Ended  
31 Mar 2024

	<u>Income</u>	
12,483.73	12 Events	3,058.07
7,119.07	10 Markets	7,588.77
26,272.14	09 Allotments	36,486.25
22,814.00	08 Cemetery	21,615.00
9,050.00	07 Other Properties	6,550.00
65,410.50	03 Drill Hall	66,080.00
138,125.24	01 General Purpose	151,271.26
64,293.33	02 Town Hall	76,417.95
6,829.20	05 Cemetery Cottage	7,001.03
185,999.02	11 Open Spaces	191,772.56
400.00	13 Churchyard	300.00
24,929.16	14 Street Scene	28,700.00
3,043.18	04 23 Market Place	5,570.33
2,598.00	Restated	
<b>£569,366.57</b>		<b>£602,411.22</b>
<u><u>Expense</u></u>		
164,061.44	01 General Purpose	149,500.67
36,789.97	14 Street Scene	39,721.33
2,902.77	13 Churchyard	6,019.95
169,965.93	11 Open Spaces	188,055.78
30,479.79	09 Allotments	34,886.42
29,817.62	08 Cemetery	31,216.94
13,001.46	06 Public Toilets	15,599.15
58,499.37	03 Drill Hall	78,738.03
63,753.74	02 Town Hall	76,938.83
2,037.79	10 Markets	3,233.96
16,156.56	12 Events	4,974.02
5,011.85	07 Other Properties	7,291.25
-1,686.00	Restated	
<b>£590,792.29</b>		<b>£636,176.33</b>
<u><u>General Fund</u></u>		
<b>124,859.32</b>	Balance at 01 Apr 2023	<b>78,530.18</b>
569,366.57	ADD Total Income	602,411.22
694,225.89		680,941.40
590,792.29	DEDUCT Total Expenditure	636,176.33
103,433.60		44,765.07
24,903.42	DEDUCT Reserves Balance	24,727.24
<b>£78,530.18</b>	Balance at 31 Mar 2024	<b>£20,037.83</b>

Reserves:

Earmarked Reserve Balance £332968.24

**Aylsham Town Council**  
**BALANCE SHEET**  
31/03/2024

(Last) Year Ended  
31 Mar 2023

(Current) Year Ended  
31 Mar 2024

£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	1,027.33
	Prepayments	1,228.60
8,814.88	VAT Recoverable	9,256.63
	Temporary lendings (investments)	
379,009.40	Cash in hand	349,597.82
387,824.28	<b>TOTAL ASSETS</b>	361,110.38
	<b>CURRENT LIABILITIES</b>	
1,053.10	Creditors	8,104.31
<b><u>386,771.18</u></b>	<b>NET ASSETS</b>	<b><u>353,006.07</u></b>
	<b>Represented by:</b>	
<u>78,530.18</u>	General fund Balance	<u>20,037.83</u>
	<b>Reserves:</b>	
	Capital	
308,241.00	Earmarked	332,968.24
	Adjustments	
<b><u>386,771.18</u></b>		<b><u>353,006.07</u></b>

**Aylsham Town Council**  
**Reserves Balance**  
**2023-2024**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Bottle Bank	4,300.00	1,500.00	3,028.61	1,480.83	4,252.22
Cittaslow	700.00	1,500.00	1,783.29	157.05	573.76
Community Events	5,200.00	2,000.00			7,200.00
Christmas Decorations	160.00	2,000.00	5,429.99	2,522.97	-747.02
Election	2,000.00	500.00			2,500.00
Marquees	1,375.00		28.42	187.51	1,534.09
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	31,100.00		6,320.00		24,780.00
Open Spaces	70,400.00				70,400.00
Highway Verges	4,385.00		11,120.98	11,675.43	4,939.45
Recreation Ground	34,400.00	15,600.00			50,000.00
Churchyard	46,000.00				46,000.00
Street Furniture	11,500.00		3,546.50		7,953.50
Allotment Deposits	5,875.00	-650.00	800.00	1,810.00	6,235.00
Hall Hire Deposit	50.00	-50.00			0.00
CIL	28,987.00		1,228.60	1,701.17	29,459.57
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	300.00		65.57	914.24	1,148.67
Communications	5,000.00		270.00		4,730.00
In House Grass	5,000.00	5,000.00			10,000.00
Boiler Reserve		10,000.00			10,000.00
Climate Group	409.00	500.00			909.00
<b>Total Earmarked</b>	<b>308,241.00</b>	<b>37,900.00</b>	<b>33,621.96</b>	<b>20,449.20</b>	<b>332,968.24</b>
<b>TOTAL RESERVE</b>	<b>308,241.00</b>	<b>37,900.00</b>	<b>33,621.96</b>	<b>20,449.20</b>	<b>332,968.24</b>
<b>GENERAL FUND</b>					20,037.83
<b>TOTAL FUNDS</b>					353,006.07



**Aylsham Town Council**  
Annual Return

**Accounts for Year from 01/04/2023 to 31/03/2024**

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

<b>Box No.</b>	<b>Description</b>	<b>Last Year £</b>	<b>This Year £</b>
1	Balances brought fwd	408,196.90	386,771.18
2	Annual precept	421,120.00	455,305.00
3	Total other receipts	140,039.18	138,106.22
4	Staff Costs	234,508.87	263,776.17
5	Loan interest/capital repayments	28,876.95	28,587.89
6	Total other payments	319,199.08	334,812.27
7	Balances carried forward	386,771.18	353,006.07
8	Total Cash and Short Term Investments	379,009.40	349,597.82
9	Total Fixed Assets and Long Term Investments	3,832,793.00	3,878,327.27
10	Total Borrowings	194,062	168,437.50

## Aylsham Town Council

### Summary of Receipts and Payments 31/05/2024

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
01 General Purpose	124,200.00	72,659.47	122,200.00	22,543.02
02 Town Hall	96,200.00	37,323.29	96,200.00	18,297.82
03 Drill Hall	78,900.00	24,805.00	78,910.00	11,362.83
04 23 Market Place	5,500.00			0
05 Cemetery Cottage	7,000.00	1,253.10	2,000.00	0
06 Public Toilets			14,500.00	3,183.14
07 Other Properties	12,100.00	6,025.00	8,100.00	1,210.67
08 Cemetery	23,000.00	9,565.00	23,000.00	3,992.53
09 Allotments	34,000.00	14,750.00	34,005.00	4,592.42
10 Markets	9,000.00	901.52	2,400.00	769.20
11 Open Spaces	198,800.00	99,450.43	193,950.00	45,188.70
12 Events		740.50	2,000	124.54
13 Churchyard			11,450.00	473.42
14 Street Scene	29,500.00	14,750.00	29,500.00	3,305.95
<b>NET TOTAL</b>	<b>618,200.00</b>	<b>282,223.31</b>	<b>618,215.00</b>	<b>115,044.24</b>
<b>Total</b>		282,223.31		115,044.24
<b>V.A.T.</b>		9,317.47		4,860.89
<b>GROSS TOTAL</b>		<b>291,540.78</b>		<b>119,905.13</b>

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### **Proposal for Transport Hub in Aylsham Norwich Road as a project for CIL money**

By the Transport Group of ACE

1. Where
  2. How big
  3. What infrastructure to provide
  4. What type of bus stops
  5. What other facilities
  6. What connected services to provide
  7. What cost
- 
1. Norwich road – on site of old motel in land gifted by developers plus potentially plot next door
  2. Big enough for 100 cars – the current allocated land provided by the developer is not suitable even for 50 cars given the need to enter and exit the site, the shape of the site, and the fact that there will need to be electric charging points.
  3. The hub will need car parking spaces, electric charging points for cars and shuttle buses, toilet facilities, and bus stops on laybys on Norwich Road.
  4. To encourage and enable passengers to use this location to catch their buses into the City or to the coast, it would be sensible to provide real time information, plenty of space to queue and seating – ie Gold standard stops.
  5. The entrance to the car park should be barrier controlled so that when people wish to travel they can purchase their parking in advance and use a code or digital voucher to access the car park. This will prevent residents of the housing estate using it as overspill parking.
  6. Connected services – electric shuttle buses can operate from here as well as the scheduled services from Sanders. The town can purchase two buses at somewhere around £80,000 each which will give capacity to offer shuttle between town and the hub, and Willow Park, Bure Meadows and town for one bus. A second bus can then be touring round the villages doing pick up and drop offs to reduce the need for car journeys and parking in Aylsham town. These will need to be paid for services, but there could be a voucher system to enable passengers to recoup the cost of their bus trip if they spend a certain amount in one of the participating businesses in the town. These businesses may be prepared to contribute to the running costs of the buses too.
  7. The capital cost of surfacing the area, building toilet facilities, installing electric charging points and purchasing the buses. Operating costs – two drivers 8 hours per day. Cleaning of the facilities and sweeping/maintaining the car park area itself.

## CLERK'S REPORT FOR COUNCIL MEETING 5.6.24

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler Asbestos survey recently undertaken – all clear
23 Market Place		
Cemetery Cottage	Private Letting	Lease agreed for a further year
Cemetery		
Allotments		
Churchyard		AGENDA ITEM
Market Place		New benches installed on Town Hall apron Awaiting feedback from Highway Engineer re bollards
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	Initial trees planted on January 16 <sup>th</sup> A risk assessment has been received from the tree wardens Looking into watering solutions
Highways		
Paupers Graveyard		Signage in place
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive	Felling Sea Buckthorn	At the summer inspections it was noticed that roots were starting to compromise the cage surface. This has been caused by sea buckthorn planted outside. The recommendation from the tree surgeon is to cut the trees and insert eco plugs to poison and kill the roots before re- surfacing can take place
Property Registration		Town Hall, Cemetery and fire station applications agreed Working on remaining areas
Car Parks		Hope to have an update for the meeting
Street Lighting		
Public Toilets		No issues
COMMA/Archives		
Litter & Dog Waste Bins	Additional Bins	
Bus Shelters		
Pump		
Pillboxes		
War Memorial		

Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Drill Hall		
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Bure Meadows Footpath	New Footpath across to Dunkirk	The residents of Bure Meadows are unhappy that the maintenance of this path will fall exclusively on them but the path will be free for all to use. They are looking at lobbying the Town, District and County Council and have also contacted the MP to try and get the path adopted by the County Council. Residents are now suggesting applying for planning permission to remove bridges
Barclays Barn		Have spoken to the owner and will hopefully be visiting prior to the meeting

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

- **Felling of trees at Mileham Drive Play Area**
- **Bank Barn update**

**REPORT TO COUNCIL****Subject: Recreation Ground****Author: Sue Lake****Date: 31<sup>st</sup> May 2024**

The Recreation Ground applied for a grant from the Pride in Place and were unfortunately unsuccessful for the main projects. The grant was in three strands, safety surfacing, replacing the footpath and the feasibility study for the crossing. The latter was accepted but was by far the smallest element.

However, the safety surfacing still needs to be replaced and the best quote for this is £60,000.

I have been communicating with an officer at Broadland to see how this can be funded.

The Recreation Ground Committee have applied for a further grant from a charitable trust for £50,000. It is hoped that this could at least result in a £25,000 grant.

There is still funding left in the Pride in Place pot so an additional application for £15,000 will be made. This grant does like to see match funding where possible.

The Recreation Ground Committee have also approached the district councillor for funding from the Community Grant Scheme which is a member led Broadland scheme. The request there is hoping to secure £5,000.

The Recreation Ground Committee would like to ask the Town council for support by allocating £2,500 of CIL to the project as well as £2,500 of the existing s106 monies and a further £10,000 from the earmarked reserves. These would only be required if successful at the predicted levels of other grants.

**In total**

Charitable Trust	25,000
Pride In Place	15,000
Community Grant	5,000
CIL	2,500
S106	2,500
Earmarked Reserves (20%)	10,000
	60,000

Sue Lake  
Town Clerk

Dear Cllr Riley,

Further to my email on 5<sup>th</sup> September 2023 (attached) regarding the proposed Bus Service Improvement Plan scheme in Aylsham Market Place, I attended a site meeting with Sue Lake and Trevor Bennett from the town council to discuss the key objectives for the area and how we could improve the offering for bus passengers and promote sustainable travel.

The main identifiable issue resides around the Norwich-bound bus stop and lack of accessible space around the boarding board, particularly for wheelchair users and those with limited mobility. This co-insides with high usage, particularly from students, at peak times which makes the area extremely congested, unsafe and not pedestrian friendly.

Taking this into consideration, I proposed to expand the pedestrian area by removing one, but ideally two, parking bays adjacent to the bus stop – one of which is a loading bay that would be relocated. This measure would allow the bus shelter to be moved away from the boarding point, increase the waiting area and remove waiting bus users from the footway outside the shops. Sue and Trevor were happy to pursue this suggestion.

On the opposite side, the coast-bound stop lacks any clear identifier that it's a bus stop and I'm told this can cause confusion. My proposal would re-align the kerb lines, expanding the pedestrian area to allow for a bus shelter to be provided by the boarding point.

Attached is an annotated diagram showing both suggestions.

However, whilst this would certainly improve the offering to bus passengers, there is a concern about removing car parking provision within the market place. Whilst Aylsham benefits from a series of convenient parking options including the free car park on Burgh Road, taking spaces away from the town centre is a emotive subject and could face serious opposition from local residents and businesses.

Before we were to proceed any further and this scheme to be realistically considered, I would seek the endorsement of yourself, as NCC member, and also the town council.

Because of the sensitivities around removing parking, the compromise may be to focus solely on the Norwich-bound stop, where the main issue is. It would certainly be more palatable to reduce parking by 1 or 2 spaces, opposed to double that number for the combined scheme.

I'd very much appreciate your thoughts on this matter as this will provide me with a direction on how to proceed. I'm be happy to arrange a Team meeting to discuss the options if that's more convenient.







**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL  
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM  
ON MONDAY 29 April 2024 at 10am**

**PRESENT:**

Mrs A Overton Chairman	Mrs M Evans
Mr T Bennett	Erica Fisher
Mrs J Bennett	Mr M Martin
Rev Canon Julie Boyd	Natalie Rees
Mr K Cunnane	Wendy Sadler

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**1. APOLOGIES FOR ABSENCE**

None received.

**2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

None declared

**3. MINUTES**

The last meeting of the churchyard Committee was held on 13<sup>th</sup> March 2024. The minutes were **AGREED** and signed by the chairman.

**4. ADJOURNMENT OF THE MEETING**

Not required

**5. INFORMATION ON MATTERS ARISING**

The clerk advised that the last meeting was not actually quorate as there were not three Town Councillors present.

**6. PATHWAYS/ROADS**

**To discuss any issues that have arisen**

The paths are still an issue but any replacement will need to wait until after the wall project is finished.

The clerk will look at the issue of the drains to see if temporary repairs can be made

**7. WALLS**

**a) To receive an update**

Outcomes were still awaited for both planning and faculty applications for the repair of the walls.

The gate to the side entrance will be retained by the church in case it needs to be re-installed at a later date.

Planting will be set back from the walls.

**8. GROUND MAINTENANCE**

**a) To receive an update on the garden area**

Aylsham In Bloom and volunteers from the church with assistance from the Town council staff have made great in-roads into the area. Plants that are growing through the walls will be left to die naturally having been cut at the roots. There is concern regarding ivy around the cottage near the heritage centre. The clerk will visit the owners to speak with them.

It may be that only one bench will be required. Types of benches and prices will be brought to the next meeting.

The faculty has been agreed and the petition now needs to be completed once planning permission has been agreed. The application is currently with planning at Broadland.

**b) To receive an update on the waste area**

This is currently with planning

**c) To note any issues with general grounds maintenance**

The church is looking to create a new bug hotel and also a wildlife garden once the current project is completed.

**9 WAR MEMORIAL**

Nothing to report

**10 LYCH GATE**

Smouldering was reported at the Lych Gate but was contained before any damage occurred.

**11 CHURCH BUILDING**

Nothing new to report. The installation of solar panels will be discussed.

**12 CHURCH CLOCK**

The Town Clerk had contacted the horologist but is still waiting for confirmation from him.

**13 AYLSHAM CEMETERY**

The roadway will need replacing soon and quotes for different types of surface will be obtained.

**14 PAUPERS GRAVEYARD**

**a) To receive an update on maintenance**

The area is looking good – although everything is growing at a rapid rate.

**15 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing Raised

**16 DATE OF NEXT MEETING**

There being no further business, the Chairman closed the meeting at 11.25am. The next meeting is scheduled for 10<sup>th</sup> June 2024 at 10am.

Agenda Item 15b

**REPORT TO COUNCIL**

**Subject: Churchyard Wall**

**Author: Sue Lake**

**Date: 31<sup>st</sup> May 2024**

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A planning application has been submitted for repairs to the churchyard wall.

The planning officer has contacted me as they have received an objection. This concerns the depths of the foundations and possible encroachment on neighbouring properties.

I have contacted the structural engineer regarding this and will have his report for the next Churchyard Committee Meeting on June 10<sup>th</sup>.

However we may need to serve notice (Certificate B) on neighbouring landowners.

To speed the process along council are asked to agree this proposal so if required this can be completed as soon as possible.

This is a separate issue from the Party wall agreement.

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL, ON WEDNESDAY 15<sup>th</sup> MAY 2024 AT 11am.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mr G Margaron, Aylsham Community Partnership  
Mrs C Bould, Aylsham Town Council  
Mr K Cunnane, Aylsham Town Council  
Mrs W Sadler – Aylsham In Bloom  
Mr G Peers – Broadland District Council  
Mrs J St Clair – U3A

**OFFICER:** Mrs S Lake Town Clerk

**01 ELECTION OF CHAIR**

Pat Prekopp was nominated and **AGREED.**

**02 APOLOGIES FOR ABSENCE**

Mrs M Anderson-Dungar ABEF  
Mrs M Evans Aylsham Town Council  
Mr R Willis ABEF  
Steve Riley – Broadland District Council

**03 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

There were no Declarations of Interests or any Requests for Dispensations.

**04 MINUTES**

The minutes of the Cittaslow Aylsham Meeting held on 20<sup>th</sup> March 2024, were **confirmed and signed by the chairman.**

**05 MATTERS ARISING**

Nothing raised

**06 ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**07 CITTASLOW UK & CITTASLOW INTERNATIONAL**

**To receive an update**

Unfortunately Pat Prekopp never received the link for the International meeting.  
Mo Anderson-Dungar submitted a contribution on behalf of Cittaslow UK for the combined Annual report featuring the three towns.  
The next International meeting is scheduled for June 22<sup>nd</sup> which clashes with the High school Family Learning Day.

No update from Cittaslow UK.

**08 CITTASLOW IN AYLSHAM**

**a) To receive an update regarding Visit Aylsham website**

This is going well with branding being updated to fit in with the other District sites. Dan Apps has visited the majority of the businesses and there is a great deal of interest in being involved.

**b) 2025 Anniversary**

There were some suggested logos for the event but these were not thought specific enough so Pat will go back to the designer for some more options.

**c) Aylsham Food Trail**

Still waiting to hear from the Aylsham Show

**d) Healthy Towns**

The first event on April 18<sup>th</sup> in the Town Hall was well attended. The next event is planned for the autumn and will concentrate on preparing for winter.

**e) Community Fayre**

Cheryl Bould ran through the preparations for this event which will run almost like a 'Freshers Fayre'. There are 21 community organisations attending.

**09 FOOD AND CRAFT MARKET AND GENERAL MARKETS**

**a) To receive an update on the Food and Craft Market**

the regular market inside the Town Hall has not been held recently due to personal circumstances of the organiser. A new organiser has been identified and the events will continue.

**b) To receive an update on the general markets on Monday and Friday**

These remain at the same level.

**10 CLIMATE EMERGENCY**

This years Green Day will be held on September 22<sup>nd</sup>.

The Transport Group is looking to work with Highways regarding Gold Standard bus stops.

A new group looking at river water quality are hoping to have an inaugural meeting on May 28<sup>th</sup>.

**11 PROJECTS**

**i) TOWN PEDESTRIAN MAP**

These have now been installed

**ii) CENTRAL BANK HUB**

A request under this scheme has been submitted

iii) HIGH STREET EVOLUTION

Looking at exploring 'Amazing Aylsham' a group that was formed by some of the local businesses. There has been some positive feedback on this. A structure will be required and an inaugural meeting is planned for September.

Graham Peers will send the report on Market Towns from 2022 – this shows that Aylsham has a lower vacancy rate than the average.

**12 AYLSHAM COMMUNITY EVENTS COMMITTEE**

A quiz was held on Friday 10<sup>th</sup> and although numbers were lower than previously was still a successful event. The street party is now open for bookings.

**13 SLOW FOOD AYLSHAM**

Work has started on the Food Festival and preparations for the Family Fun Day are in hand. Still no news from the Aylsham Show.

**14 AYLSHAM IN BLOOM**

Open Gardens will take place over the weekend of 15/16 June. There are 13 gardens and also Eves Hill will be open on the Saturday.

The Paupers Graveyard is going well and the signage will be installed this week.

Work in the churchyard is ongoing.

**15 ABEF**

Looking to work in with Amazing Aylsham

**16 AYLSHAM PARISH CHURCH**

No report

**17 ITEMS FOR INFORMATION/NEXT AGENDA**

U3A have their AGM this month. Although they have lots of members they are short of committee members.

**18. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 19<sup>th</sup> June 2024 at 11.00am at the Drill Hall**

**CLOSURE OF THE MEETING**

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

## **Aylsham Town Council ACE Committee Meeting Minutes 13 May 2024**

**Attendees:** Grizelda (Chair), Kay Montandon, Cheryl Bould, Sally Hildrew, Ian Hildrew, Lilie Ferrari, Anna Magyar, Patrick Prekopp, Adam Curtis (National Trust)

**Apologies:** Lesley Cannon

1. Minutes from meeting 8 April 2024 were agreed
2. Matters Arising: The meeting on environmental policies of the political parties will be arranged for once the election has been called and will be held in the Church.
3. Big Green Week/2040 Screening on 8<sup>th</sup> June. Reepham Fixery will be in the hall in the afternoon before the screening. ACE Groups are encouraged to be there for the whole time – 2.30-5.30 and then the screening takes place at 7 (doors open at 6.30) to 8.30. A press release will be produced for the Just Aylsham magazine. Details about the Fixery and Film have been sent to all Aylsham Picture House members. The café will be open in the afternoon as well as the evening. Groups can put their stalls and displays up at lunchtime. The display boards will be checked to see they can be used to pin information to. A discussion about what to finish the evening with revolved around the Big Green Week theme being swapping. The decision was made to have discussions at the tables after the film, encouraging people to stay for their free drink and also putting the suggestions people come up with for environmental actions to be placed in a box. Grizelda is going to MC the event. There will be some further short videos played as people come in before the main film starts. Text sent to KM about the Film and Fixery event will be forward to Aylsham High School for distribution to parents of the federation schools.
4. Potential new projects to be worked up for approval at ACE were suggested – purchasing or borrowing gazebos for Green Day and other events, and a lending library for equipment that organisations may need in the town.
5. Updates on group activities were shared. Transport group work on the proposed transport hub and upgrades to bus stops and signage. Energy Group – the insulace project may be struggling as manufacturers are not keen to supply at a discount. Adam mentioned the Energy Savings Trust and the Great British Insulation Scheme grants available to insulation to home owners and renters. These grants are available through the energy provider and need to be for specific types of homes. There is an eligibility checker on the website: [EnergySavingTrust.org.uk](https://www.energysavingtrust.org.uk). The thermal imaging camera is to be let out to residents to do their own imaging. This will be promoted at the film. A zoom



training will be provided for the potential users.

Waste group – recycling activities and the film screening.

Comms group – website engagement better with pictures. In last 90 days Facebook page reach is 12300 up 84%, engagement measure is now over 6000 and followers up from 24 to 184. Instagram followers up from 66 to 209 and engagement is increasing by providing good news stories on markets, shop local, recycling. Website it up to date. Nature group: 2 verges surveys carried out. 45 different plants identified. Posts nearly ready to be erected. What3words for each site have been created so that it is easy to avoid mowing until July. Two more surveys will be carried out before mowing in late July.

6. Green Day . Two bits of info to go to 1. Businesses and 2, schools in advance of the day asking them to either provide info about what they are up to or provide something for the day – prizes etc, or come and have a stand. People are being approached to open the day. A leaflet to advertise the day is being prepared. The generic ACE leaflet is out of date and a sticker to put correct contact details on was proposed and £60 spending approved to enable the 1000 leaflets to be used rather than binned. A discussion was held on whether it would be possible for ACE to delegate spending authority to groups for small items. This was agreed to be a useful option to allow projects to proceed without needing to wait for the full ACE meeting to agree small items. Following the meeting this was clarified with the Town Clerk and this is not possible but items for small spending can be sent to the Clerk for payment rather than needing to wait for the full ACE meeting for approval.
7. Adam from the Nat Trust suggested that ACE be involved in the hedgehog highway scheme. This to be followed up with Nature group.
8. An update on the Anglian Water communications from the Town Council was provided to reassure ACE that the Town Council is in contact with AW despite AW being reluctant to discuss the issues that the residents have, or the potential problems associated with the new developments. The water quality monitoring project of the Bure was also reviewed for the committee.
9. Items for future discussion. The problem with the town council board proposal at Willow Park which has been vetoed by the management company was discussed and it was proposed that a letter be sent to the management company emphasising the necessity for residents to be informed about town issues and seeking clarification of their refusal to have this sited on the estate at no cost to them. An update was provided on the Community Fayre on 1 June and an offer made for ACE to have a stall. This was accepted as a great opportunity to encourage people to volunteer to work with ACE. The mangle will be brought along and ACE members are encouraged to come and man the stall inside the hall.
10. Date of next meeting: 3 June.



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON WEDNESDAY 15<sup>TH</sup> MAY 2024 at 7:00pm**

**PRESENT:**

Patrick Prekopp	-	Councillor
Cheryl Bould	-	Councillor
Kevin Cunnane	-	Councillor
David Anderson	-	Councillor
Fiona O'Hara	-	Town Resident
Richie Barnett	-	Town Resident
Donna Butcher	-	Events & Administration Officer

**1. TO ELECT A CHAIRMAN**

Richie Barnett proposed Fiona O'Hara, this was seconded by Patrick Prekopp.

**2. WELCOME INTRODUCTION & APOLOGIES**

Apologies received from Giles Margaron, Joan Bennett and Sue Lake.

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

None received.

**4. TO CONFIRM MINUTES OF MEETING HELD ON 17<sup>TH</sup> APRIL 2024**

The minutes of the meeting held on 17<sup>th</sup> April 2024, as previously circulated were then confirmed and signed.

**5. INFORMATION ON MATTERS ARISING**

None.

**6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**

None present. Fiona suggested that the events meetings should be publicised to encourage people to attend.

**7. TO RECEIVE AN UPDATE ON THE QUIZ NIGHT**

Donna reported that a total of £320 was made on ticket sales, raffle and refreshments and that the event was well received. It was agreed that the quiz could have been shorter and that there was an issue with not everyone being able to hear very well. It was suggested that any future events, the participants could each provide a raffle prize.

**8. TO RECEIVE AN UPDATE ON THE COMMUNITY FAYRE**

Cheryl reported that there are 21 organisations taking part and the event is now full. Advertising sponsorship for the banner was provided by Just Regional. Levelling up funding is being used. It is hoped that this will become an annual event.

**9. TO RECEIVE AN UPDATE ON THE PLANS FOR STREET PARTY**

Donna informed the committee that, to date, 345 places had been booked. AHS and other suppliers of tables and chairs have been contacted. The trailer may stay in it's original position, just moved forward into the parking spaces. Giles and Donna to discuss.

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

A social media push to engage more volunteers and/or committee members. Plans for Cittaslow 2025.

**12. TO AGREE DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 19<sup>th</sup> June 2024 at 7pm in the Town Hall.

**10. CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 7:48pm