

### Aylsham Town Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 25/09/2024</b>		
	Cash in Hand 01/04/2024		349,597.82
	<b>ADD</b> Receipts 01/04/2024 - 25/09/2024		580,033.89
			929,631.71
	<b>SUBTRACT</b> Payments 01/04/2024 - 25/09/2024		321,821.50
			<b>607,810.21</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	25/09/2024 250.00	
	01 Barclays Current Account	25/09/2024 4,557.89	
	02 Barclays Active Saver	25/09/2024 307,064.85	
	Public Sector Deposit Fund	25/09/2024 220,107.88	
	Shawbrook - Issue 7 Fixed Bond	25/09/2024 90,389.93	
			<b>622,370.55</b>
	Less unrepresented payments		14,845.34
			607,525.21
	Plus unrepresented receipts		285.00
		<b>607,810.21</b>	
	<b>A = B Checks out OK</b>		

Aylsham Town Council  
Summary of Receipts and Payments  
Summary – Cost Centre's Only  
25<sup>th</sup> September 2024

+ Cost Centre	Receipts		Payments		Net Position
	Budgeted	Actual	Budgeted	Actual	+/- Under/over spend
01 General Purpose	124,200.00	327,183.68	122,200.00	67,682.19	257,501.49
02 Town Hall	96,200.00	43,469.29	96,200.00	39,098.08	4,371.21
03 Drill Hall	78,900.00	34,337.50	78,910.00	37,705.46	-3,357.96
04 23 Market Place	5,500.00	1,250.00			-4,250.00
05 Cemetery Cottage	7,000.00	3,082.20	2,000.00		-1,917.80
06 Public Toilets			14,500.00	8,562.00	5,938.00
07 Other Properties	12,100.00	6,025.00	8,100.00	4,204.28	-2,179.28
08 Cemetery	23,000.00	11,515.00	23,000.00	10,563.62	951.38
09 Allotments	34,000.00	15,140.00	34,005.00	14,505.14	639.86
10 Markets	9,000.00	3,899.20	2,400.00	769.20	-3,470.00
11 Open Spaces	198,800.00	101,934.43	193,950.00	103,022.72	-5,938.29
12 Events		1,189.31	2,000.00	1,033.74	2,115.57
13 Churchyard			11,450.00	4,815.08	6,634.92
14 Street Scene	29,500.00	14,750.00	29,500.00	13,330.82	1,419.18
<b>NET TOTAL</b>	<b>618,200.00</b>	<b>563,775.61</b>	<b>618,215.00</b>	<b>305,292.33</b>	<b>258,498.28</b>
<b>Total for ALL Cost Centres</b>		563,775.61		305,292.33	
<b>V.A.T.</b>		16,258.28		16,529.17	
<b>GROSS TOTAL</b>		<b>580,033.89</b>		<b>321,821.50</b>	

## Premium

# £36

per month

### **Once-Payable Fees:**

£262 one-off Onboarding Fee

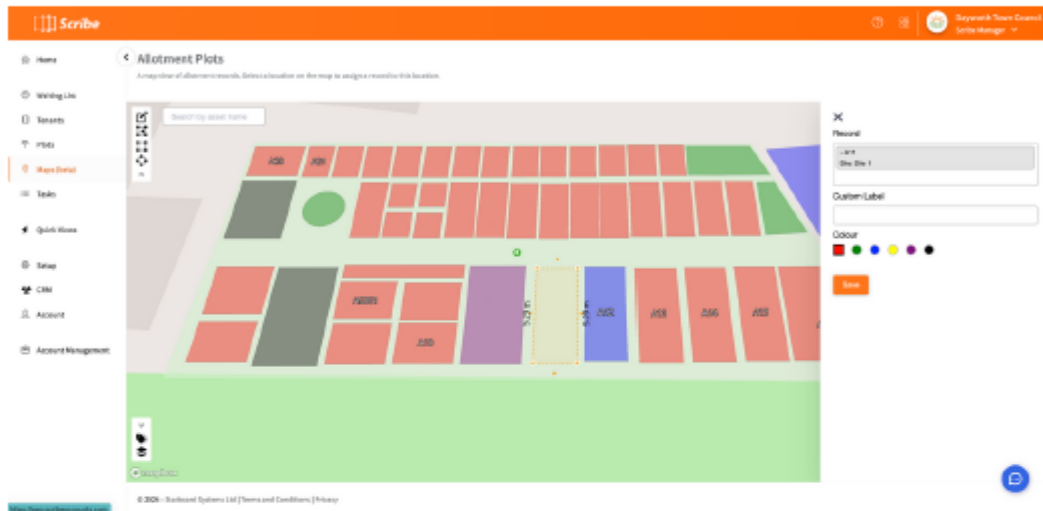
£149 one-off import fee

- ✓ Audit Log
- ✓ Mapping
- ✓ Additional services
- ✓ Email templates
- ✓ Unlimited users



# SCRIBE ALLOTMENTS

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Scribe Allotments transforms allotment management, addressing common challenges such as data mismanagement, inefficient manual processes, and poor tracking of invoices and payments.

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ACCOUNTS | CEMETERY | VENUE BOOKINGS | **ALLOTMENTS**

### **ADDITIONAL FEATURES**

All Scribe products are fully integrated and come with additional features:

- **Unlimited Users with Role-Based Access Controls:** Increase access and collaboration whilst not compromising data integrity.
- **Attaching Files to Any Record:** Easily attach and retrieve documents related to records for full audit trail.
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# AYLSHAM TOWN COUNCIL ACE PROJECT PROPOSAL



Approved in Principle:
Full Approval:

**PROJECT TITLE:** 2 : Transport Hub – Norwich Road

**ACE SUB-GROUP(S) INVOLVED:** Traffic

**LEADER OF PROJECT:** Kay Montandon

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## 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.

**Brief description :**

The provision of carparking spaces for employees and bus users of Aylsham

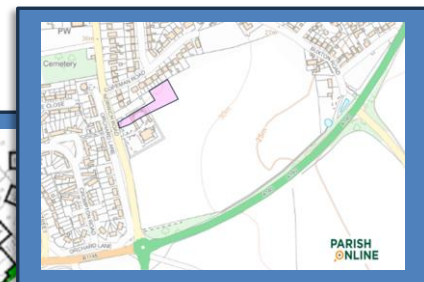
The scheme is part of the Norwich Road Development [ Ref No. .... ]

Allocated land area is 0.25 Ha [ Pink shaded area ]

It will operate independently from the development

Permit operated barriers will control the space for intended users

**Location :**



There are 2 possible schemes , dependent upon the acquisition of the adjacent land parcel [ Blue shaded area ]

## 2 options :

The options are schematic

They do not yet specify the percentage required for Parents & Children , Disabled and Car charging

The scope space sketches are conservative

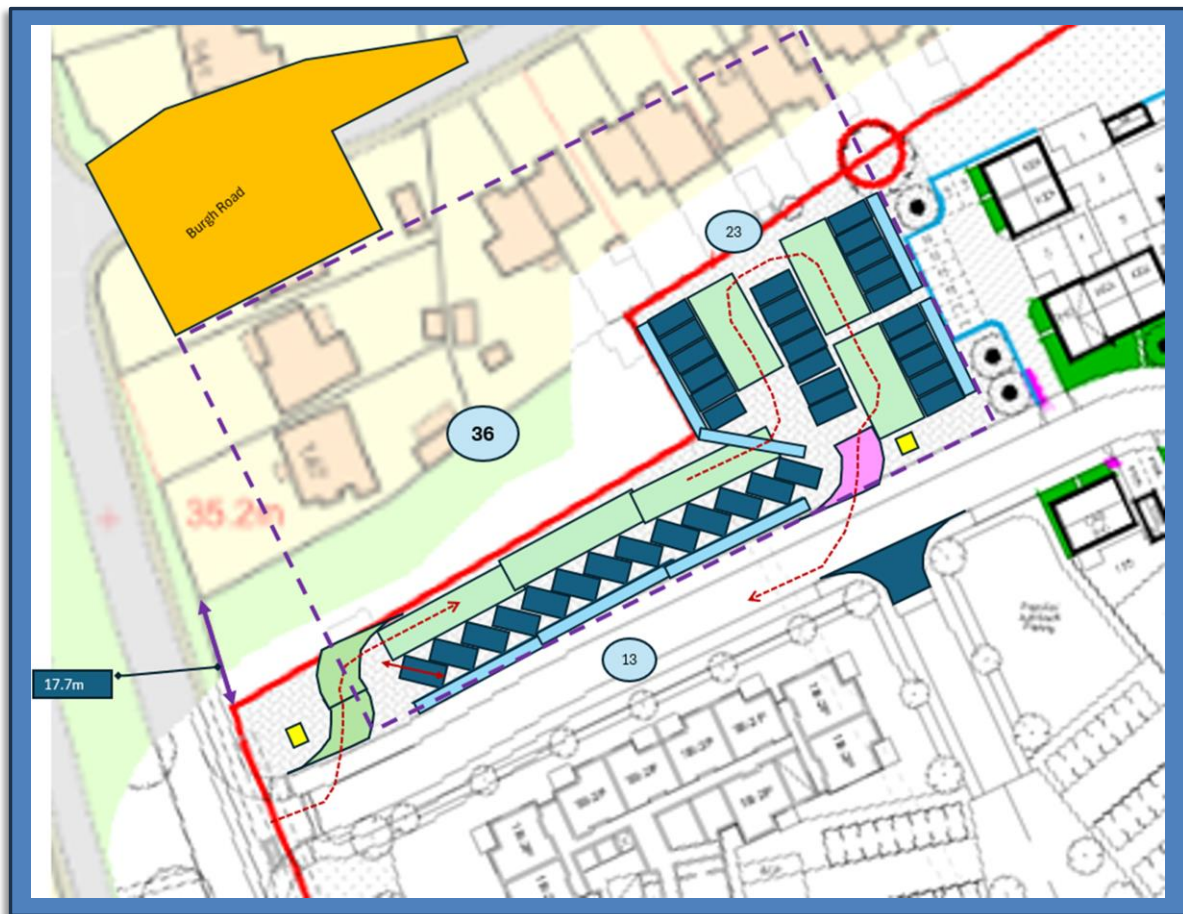
The initial costing is based upon current market pricing ; inflation , labour , plant , equipment and material costs will increase and fluctuate

Dimensions are based upon current design guidance notes

Typical space is now  $2.6 \times 5 = 13\text{m}^2$

However we need to add in the rest of the circulation space, pavements etc increases the area to circa 15sqm – 20sqm+ , dependant on shape of site and how generous you want to be

### Option 1 : Existing allocated space : 36 spaces



### Legend :

Dark Blue = Parking [ standard bays shown ]

Green = Circulating space

Green = entrance

Pink = separate exit

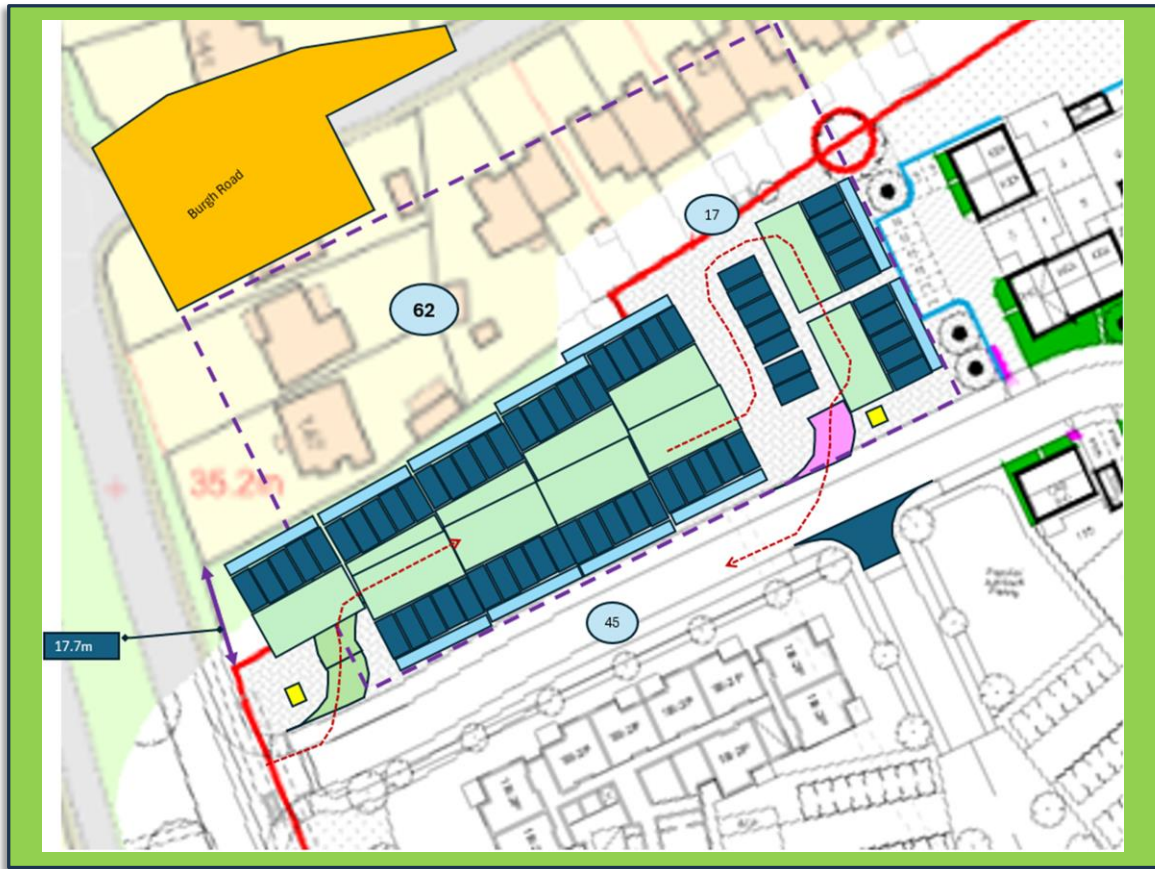
Sky Blue = Safe walking routes

Red dashed Line = One-way circulation

Yellow squares = Meters / notices

Barriers at Entrance and Exit

**Option 2 : Existing with Additional adjacent land parcel purchase : 62 spaces**



**Legend :**

Burgh Road is shown as scale comparison

Purple Dashed line = standard football pitch [ 68 x 105m ]

**Timescale:**

Optimistic timescale , in units of months

Timeline converted into detailed programme during Feasibility Development period

Activity	Responsibility	Time	TIMELINE																							
			2024			2025												2026								
		Months	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
Submission of Proposal	ACE Traffic	1	█																							
Review and Sign-off	Town Council	2		█	█																					
Feasibility developed	ACE Traffic	2			█	█																				
Review and Sign-off	Engineer / Designer	2				█	█																			
Tender documents compiled	Engineer / Designer / PM / ACE	2					█	█																		
Tenderers selected	Project Manager / ACE	1						█																		
Tender Period	Tenderers	2							█	█																
Review of Tenders	Project Manager / ACE	1								█																
Award	Town Council / PM	1													█											
Mobilisation	Contractor	1																								
Start on Site	Contractor	2																								
Workscope	Contractor	2																								
Completion	Contractor	2																								
Sign-off	Town Council / PM	1																								
Operational	Public	1																								



**External Funding (please specify):**

Yes

Value dependent upon final scheme design and funding approval

**Scheme option 1: 36 spaces @ £405,000 > £525,600**

**Scheme option 2: 63 spaces @ £708,750 > £919,800**

Assumed average area per space	15sqm	20sqm
<b>SPACES</b>		
36	£405,000	£525,600
63	£708,750	£919,800

Assumed average area per space	15sqm	20sqm	Notes
	£/space	£/space	
Site Clearance (assumed no contamination, major structures etc)	£450	£600	Also dependent on surface finish. Rate covers elements of permeable paving etc.
Drainage	£2,600	£3,500	Dependent on extent and type of lighting required including requirement for items such as parking machines etc.
Forming surfaces, kerbing etc	£4,700	£6,300	This includes for parking bay markings and directional signage etc.
Electrical Works incl. lighting & parking machines	£350	£350	Allowance for basic fence around car park and potential gates/height restrictors to entrances.
Traffic signs & Road markings	£150	£150	
Fences, gates etc	£800	£800	Circa 20% - 25% based on assumption that potential elements of road closures possible.
<b>Sub-Total</b>	<b>£9,050</b>	<b>£11,700</b>	
Prelims + OH&P	£2,200	£2,900	
<b>Total £/space</b>	<b>£11,250</b>	<b>£14,600</b>	
Extra over for car charging (per space)	£3,500	£3,500	

**Approximate funding required from ACE/Town Parish Council**

£ xxx – figure upon assessment completion at Feasibility Agreement

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## ABOUT the PROJECT

### What is the need for this Project?

To provide additional parking, to ease congestion in Town centre ; particularly with the additional housing development

### Who will benefit?

Employees of businesses in Aylsham  
Visitors using Norwich – Sheringham bus route  
All users, particularly pedestrians in the Town Centre

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

Proactive involvement with delivering the project to the agreed Timeline / Programme  
Programme compiled with all nominated stakeholders

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

ACE Transport Group –  
Stakeholders : Town Council ; BDC ; NCC ; Norfolk Highways  
Specialists : Designers / Engineers ; Project Management ; Construction contractors

### Is Town Council staff involvement required?

Town Council  
Town Clerk

### If so, what will this entail?

Scheme Approval  
Funding sources and approvals

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

ACE Transport Group will advise and lead publicity

### How will progress on the project be reported back to ACE?

ACE Transport group will monitor progress from all the nominated stakeholders, against the agreed Timeline / Programme  
Mechanisms agreed for non or poor performance ; pain-gain agreement

### How will the success of the project be evaluated?

The successful completion and operation of the carpark ; option 1 or 2

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## WHEN WILL THE PROJECT BEGIN & END?

*Estimate if unsure:*

**START:**

**Month & Year:**

**END:**

**Month & Year:**

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## CLERK'S REPORT FOR COUNCIL MEETING 4.9.24

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		
Allotments		Some of the raised beds are in need or repair. Will be repaired by using word from existing beds. Once completed will look at working a request for new beds into a grant for the Market Place planters
Churchyard		Clock and chime works completed. Progressing churchyard wall repairs with site meetings.
Market Place		Working on scheme for new planters
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		Fencing completed
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	
Highways		See agenda item
Paupers Graveyard		Fencing and gate repairs imminent
Norfolk Homes Play Areas (equipped)		Annual ROSPA Inspection received, working on recommendations. No significant issues.
Norfolk Homes large area off Mileham Drive		
Property Registration		Working on remaining areas.
Car Parks		To meet BDC regrading Buttlands tree works
Street Lighting		Have requested UKPN to allow works ASAP rather than after 28 days
Public Toilets		No issues.
Litter & Dog Waste Bins		
Bus Shelters		TC recommendations accepted, and design to be presented
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		Diseased holly tree on boundary with residence needs to be removed.
Community Speedwatch	Need to re-establish	Have been contacted by prospective organiser. To advertise for support
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		Awaiting response from agents
In-House Grass Cutting		Autumn hedge cutting has commenced
Electronic Information Sign		Highways update

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

- **Trialling restricting public access to the Office save for pre-arranged appointments**



**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL, ON WEDNESDAY 18<sup>th</sup> SEPTEMBER 2024 AT 11am.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mr G Margaron, Aylsham Community Partnership  
Mr K Cunnane, Aylsham Town Council  
Mrs W Sadler – Aylsham In Bloom  
Mr G Peers – Broadland District Council  
Mrs M Evans - Aylsham Town Council  
Mrs M Anderson-Dungar – ABEF  
Mrs C Bould – Aylsham Town Council

**OFFICER:** Mr D Addy Town Clerk

**01 APOLOGIES FOR ABSENCE**

Mr D Apps, Aylsham Town Council

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

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

**03 MINUTES**

The minutes of the Cittaslow Aylsham Meeting held on 17th July 2024, were **confirmed and signed by the chairman.**

**04 MATTERS ARISING**

Nothing raised

**05 ADJOURNMENT OF THE MEETING**

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

**06 CITTASLOW UK & CITTASLOW INTERNATIONAL**

**To receive an update**

Currently trying to arrange a Cittaslow UK Meeting & AGM.

The next International Meeting is 15<sup>th</sup> October in Italy, which is the Silver/25<sup>th</sup> Anniversary Conference. There are no items to submit to the International Agenda.

## **07 CITTASLOW IN AYLSHAM**

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

Dan Apps provided a written update regarding the completion of the Visit Aylsham website, and going live pending the domain transfer from the old to the new site, plus some requests for content to Cittaslow, Slow Food, and ACE.

The ACE Transport Group has met and intend to add a walking map to the Visit Aylsham Website.

There was a query whether the app for the current Visit Aylsham website would be retained, but it was thought not, as the brand standard was to create an accessible website instead.

### **b) 2025 Anniversary**

### **c) Aylsham Food Trail**

Both agenda points discussed within an update from the Chairman, who attended the first Aylsham Business Community (ABC) the previous night. The intention is that ABC will contribute.

## **08 FOOD AND CRAFT MARKET AND GENERAL MARKETS**

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

No significant change.

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

The markets are doing well, with no capacity to add stallholders at present, with potential vendors being requested to join the Food and Craft Market.

## **09 CLIMATE EMERGENCY**

### **a) To receive an update**

An update was provided on the upcoming Green Day on September 22<sup>nd</sup>, including the activities, stalls, competitions, and ACE Sub-Group activities.

The ACE Transport Group is pushing on progressing the Highways Strategy, including an ai to purchase the land adjacent to the proposed Norwich Road Transport Hub, in order to reduce town centre parking pressure.

## **10 PROJECTS**

### **i) CENTRAL BANK HUB**

Feedback was given on the criteria on which the Central Bank Hub bid was rejected. Apparently they are a UK Government priority.

### **ii) HIGH STREET EVOLUTION**

ABC are now in place, and have been recommended to join the Cittaslow Aylsham Committee, and so no longer an agenda item.

### **iii) RIVER BURE QUALITY**

Have decided to contact farmers between Aylsham and Burgh Mill. Flooding at Burgh Mill apparently due to animal trampling of the bank.

**iv) LEAF – 2025 project**

Update given under 7. b) and c).

**11 AYLSHAM COMMUNITY EVENTS COMMITTEE**

The Community Fayre is being taken by Cheryl to the Events Committee tonight.

**12 SLOW FOOD AYLSHAM**

An outline was given on the popular Aylsham Food Festival 4<sup>th</sup>-6<sup>th</sup> October: Country Market and Festival Dinner (at AHS) on the Friday, Food & Craft Market on the Saturday, with Brunch and duck game on the Sunday.

The Snail Race went very well, including a 'race-off'.

ABC to push on Aylsham's food and drink identity, linking with Slow Food and Cittaslow.

**13 AYLSHAM IN BLOOM**

**a) To receive report from Aylsham In Bloom**

Discussed planting appropriate trees in the planters. Pat to discuss with Andy Bell, ATC, and Adam Curtis, NT.

**b) To receive an update on the Town Council decision on the planters**

Market Place planters and Bure Meadows accessible allotment planters approved at TC Meeting for a National Lottery Grant Bid, or otherwise to purchase using street scene money.

**14 ABEF**

ABEF is morphing into the ABC. There is nothing in the constitution about closing down. Barclays shut the dormant account, which needs to be re-opened to do several transactions and give the balance to ABC and close.

**15 AYLSHAM PARISH CHURCH**

No report

**16 ITEMS FOR INFORMATION/NEXT AGENDA**

Pride in Place and the Rec inclusive playgrounds project. The Friendly Invasion.

**17. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 16<sup>th</sup> October 2024 at 11.00am at the Drill Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 12.01 pm

**Report to Council – Aylsham Junior Smile Park Project (Cheryl Bould)**

The Pride in Place award scheme process is such that the beneficiary (Aylsham Recreation Ground Trustees) must submit claims to the fund within the agreed expenditure guidelines for the project as stipulated in the Grant Award Agreement (“the installation of new inclusive play equipment and towards the resurfacing of the playground.”)

This essentially means that the Rec Committee must pay for works and equipment up to the value of £25,000 *in advance* and then reclaim those invoices from the Pride in Place fund, rather than first being given the £25,000.

I have been advised by the Pride in Place team that the funds are reimbursed to the beneficiary’s account within 1-14 days of a claim being submitted.

To this end, I would like to ask for the Town Council’s agreement to use the Recreation Ground Reserves as needed to successfully proceed with and manage this project.





**Minutes of the Aylsham Climate Emergency Meeting  
Held in Town Hall on Monday September 9<sup>th</sup> 2024**

**Present:**

Grizelda (Chair)	Louise Harlow	Jenny Haycocks
Yvonne Stewart	Fiona Scott	Kay Montandon
Lilie Ferrari	Pat Prekopp	Anna Magyar
Adam Curtis		

Dave Addy – Town Clerk

**1. Welcome and apologies for absence**

Apologies were received from Cheryl Bould and Shelley Hudson.

**2. Minutes**

Minutes of the meeting held Monday 5<sup>th</sup> August 2024 were confirmed and signed by the Chair. Anna emphasized the success of the Big Green Week – the report from the ACE Waste Sub-Group was not presented during the last meeting.

**3. Matters Arising**

A disposal location for the arisings from the wildflower cutting was requested, and AGREED to be investigated.

**4. Project Work**

Presentation of new Projects for consideration – none received.

**Update on Noticeboard**

The management company for the Willows still refused consent for a noticeboard on their land, despite the Chairman writing to them. The Town Council therefore agreed at the last meeting to erect a noticeboard on its allotments at the Willows.

**5. Group Updates**

**Nature**

Positive working with the Groundsman. Have identified a company with a local seed mix, which will share. Discussion on the use of herbicides. AGREED to uncover the footpath kerbing near the Community Orchard. Currently one Tree Warden for the orchard. The National Trust had engagement with 20-30k people at the Aylsham Show. There was very good tree root protection at the show and Classical Ibiza. The NT are cutting down leylandii at Blickling Church, and have carried out tree planting and mulching at the Rec.

**Waste**

The blister pack recycling programme has been very successful, with more boxes filled and replacement boxes available at the Town Hall. Suggested switch to pallets for recycling, due to the cost of £108 per box, with three bought at a time. Blister

pack storage space, and mangling volunteers required. The blister pack petition has 150 paper signatories, with more on change.org.

#### **Transport**

Traffic Strategy to be brought forward with Town Clerk and Highways, as agreed by Town Council.

#### **Energy**

Will aim to sign up energy camera users.

#### **Communications**

Concentrating on Green Day.

#### **Slow Food**

Will update further at next meeting.

### **6. Green Day**

**To receive updates from working group on:**

- **Dry and wet weather plans**
- **Proposals**

Presentation on Green Day plans, promotion, and ACE t-shirt sales, with intention to sign up new ACE members at Green Day, plus to offer 'bite size' tasks on website. Nicholas Crane will open Green Day, cutting ribbon. AGREED to investigate buying outdoor microphone for ACE, Cittaslow and Town Council Events (borrowing Parkrun microphone for GD). All town centre shops have been contacted about GD banners and posters. The NT gave apologies for not being able to staff this year. Town Council providing staffing to set up outdoor tables, picnic tables and marquee, plus provision of A-board to Jenny, and printing and photocopying by prior arrangement. Liley and Cheryl Stewarding. Main set-up to start at 9 am, with elements from 7.30 am.

### **7. Laptop refurbishment scheme**

This agenda item was resolved to be held over for the next meeting, so that it could be presented.

### **8. Recreation Ground rainwater harvesting system proposal**

This agenda item was resolved to be held over for the next meeting, so that it could be presented.

### **9. Items for future discussion**

Held over agenda items 7 & 8. Benchmarking or reporting of Council carbon footprint.

### **10. Date of Next Meeting**

The next ACE Meeting will be 7<sup>th</sup> October 2024.

The meeting closed at 8.40 pm



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON WEDNESDAY 18<sup>TH</sup> SEPTEMBER 2024 at  
7:00pm**

**PRESENT:**

Fiona O'Hara	-	Chairman (Town Resident)
Patrick Prekopp	-	Councillor
Kevin Cunnane	-	Councillor
Joan Bennett	-	Councillor
Cheryl Bould	-	Councillor
Giles Margarson	-	Town Resident
Donna Butcher	-	Assistant Town Clerk

1. **WELCOME INTRODUCTION & APOLOGIES**  
Apologies received from Richie Barnett
2. **TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS**  
None received.
3. **TO CONFIRM MINUTES OF MEETING HELD ON 19<sup>TH</sup> JUNE 2024**  
The minutes of the meeting held on 19<sup>th</sup> June 2024, as previously circulated were then confirmed and signed.
4. **INFORMATION ON MATTERS ARISING**  
The Healthy Towns events have been booked in for 2025.
5. **TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**  
None present.
6. **TO DISCUSS PLANS FOR CHRISTMAS LIGHTS NIGHT**  
Donna advised the committee of the confirmed plans, so far, for the Christmas lights event. Ideas and prices for Santa's Grotto gifts were circulated, these were agreed. It was agreed that the price for the grotto would remain the same at £2.50 pp. Donna informed the committee that the Rotary are unable to provide the sleigh for Santa this year but it was agreed to book it for 2025.
7. **TO DISCUSS EVENTS PLAN FOR 2025**  
Donna read out an email from Rev. Julie Boyd regarding a potential event for Plough Sunday, which would take place at the beginning of January. It was agreed that it would be too late to arrange for 2025 but it something we could look at for 2026. A list of other events provisionally booked in are as follows:

- 29<sup>th</sup> March - Mother's Day Afternoon Tea
- 12<sup>th</sup> April - Spring Craft Fair
- 11<sup>th</sup> May - VE Day 80 Street Party
- 7<sup>th</sup> June - Community Fayre
- 6<sup>th</sup> July - Street Food Festival
- 12<sup>th</sup> September - Quiz Night
- 21<sup>st</sup> September - Green Day
- 3<sup>rd</sup>-5<sup>th</sup> October - Slow Food Festival
- 28<sup>th</sup> November - Christmas Lights Switch On
- 6<sup>th</sup> December - Christmas Craft Fair

Donna advised the committee that she could possibly be away on the 6<sup>th</sup> July, so would not be available for the Street Food Festival. Patrick to contact an organising company for a quote. Patrick also advised that there are plans for a Farm Food Trail, organised by the local farmers.

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

Price increase for Town Hall hire. To invite new members for the Events Committee. Donna to check reserve funds for the Events Committee.

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

The next meeting will be held on Wednesday 16 October 2024 at 7pm in the Council Chamber.

**10. CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 20:05