

<b>Aylsham Town Council</b>					
<b>Summary of Receipts and Payments 28/06/2024</b>					
<b>Cost Centre</b>	<b>Receipts</b>		<b>Payments</b>		
	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	
01 General Purpose	124,200.00	75,294.19	122,200.00	31,300.82	
02 Town Hall	96,200.00	39,439.29	96,200.00	26,486.47	
03 Drill Hall	78,900.00	29,100.00	78,910.00	25,694.86	
04 23 Market Place	5,500.00	1,250.00		0	
05 Cemetery Cottage	7,000.00	1,253.10	2,000.00	0	
06 Public Toilets			14,500.00	4,182.74	
07 Other Properties	12,100.00	6,025.00	8,100.00	2,047.77	
08 Cemetery	23,000.00	10,445.00	23,000.00	5,743.95	
09 Allotments	34,000.00	14,750.00	34,005.00	6,883.86	
10 Markets	9,000.00	1,645.63	2,400.00	769.20	
11 Open Spaces	198,800.00	99,450.43	193,950.00	52,745.45	
12 Events		1,029.31	2,000	165.09	
13 Churchyard			11,450.00	473.42	
14 Street Scene	29,500.00	14,750.00	29,500.00	9,377.80	
<b>NET TOTAL</b>	<b>618,200.00</b>	<b>294,431.95</b>	<b>618,215.00</b>	<b>165,871.43</b>	
<b>Total</b>		294,431.95		165,871.43	
<b>V.A.T.</b>		9,324.47		6,971.34	
<b>GROSS TOTAL</b>		<b>303,754.42</b>		<b>172,842.77</b>	

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**EFFECTIVENESS OF INTERNAL CONTROL  
WORKING PARTY MEETING  
Monday 26<sup>th</sup> June 2024 – 10.30am**

PRESENT: Mr K Cunnane Mrs A Overton  
Mr D Curtis

Mrs Sue Lake, Town Clerk

The final audit report had been discussed at the June Town Council Meeting. Unfortunately due to the timescale involved it had not been possible to hold this meeting prior to the Town Council agreeing the AGAR. However, there were no recommendations listed in the report.

**Verbal Comment from Auditor**

When undertaking the audit the auditor was surprised at the low level of general reserves, however the earmarked reserves are substantial and cover all cost centres.

The clerk had analysed the totals against budget to see where the overspend had occurred.

This showed the following:

Cost Centre	Net Difference	Main Reasons		
General Purpose	-£ 11,281.33	Staffing	Insurance	
Town Hall	£ 617.00		Claims	Tablets
Drill Hall	-£ 11,714.38	Staffing	Utilities	Repairs
Other Props	-£ 2,569.94	Toilet Cleaning		
Cemetery	-£ 8,129.34	Income Reduction	Benches	
Allotments	£ 2,467.00			
Open Spaces	-£ 7,728.00	Equipment Repairs		
Street Scene	-£ 10,001.00	Litter Bins	Repairs	
	-£ 48,339.99			

This pointed to a need to review budgets with greater detail and with the appointment of a new Finance Officer this will be made easier.

**Other Investments**

The clerk had looked at other options for investment of funds and the research had shown a good option is Redwood Bank. Many other councils use this. The suggestion was for the new clerk to look into this so correct signatories and access can be agreed when opening. <https://redwoodbank.co.uk/>

The Town Clerk had also looked at other bank accounts but most charged or were similar High street Banks or online only which could be problematic for paying in cheques or cash. It was agreed to stay with Barclays whilst banking was free.

**Financial Regulations**

New Financial Regulations have been prepared and will be taken to the Town Council for agreement.

**Issues with Recreation Payments**

These have all been resolved.

The meeting closed at 11.35am

A couple of ideas for you following your request for ideas on projects which could be funded by CIL money.

An **Information (Tourist/Civic) Centre** - small shop in town centre - where all Council info, including news from community groups, would be available to the public, like details of events, or mini displays of plans like road closures or problematic planning matters.

The bank barn would seem ideal for this especially as the interior is so striking with the exposed roof beams. It would be a shame to use it for storage and workshop, although I understand the need for this as well.

This centre could also double up as a Green (ACE) Shop to deal with things like refills and blister packs as well as information regarding insulation, etc.

Manning it could be an issue if there is no full-time employed person, but volunteers could probably be found, like the Heritage Centre or charity shops.

The other idea is to do with the **transport hub** - a serious approach to this is required as we seem to be in thrall to the developers and in danger of letting it fall by the wayside. A feasibility study followed by a considered development plan in partnership with the various transport operators including community bus services, would show we mean business. It's also an ongoing ACE project.

And finally, there is, of course, an opportunity to "**green up**" the **Market Place** especially if the Town Strategy goes ahead or if they intend to rearrange the bus stops, golden or otherwise. And it's not just about trees . . . oh OK, yes it is.

## REPORT FOR COUNCIL MEETING 3.7.24

<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	
Cemetery		
Allotments		Inspections recently undertaken
Churchyard		AGENDA ITEM
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	Trees at the orchard looking strong
Highways		
Paupers Graveyard		Signage in place
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive	Felling Sea Buckthorn	Instructions for removal of trees placed
Property Registration		Town Hall, Cemetery and fire station applications agreed Working on remaining areas
Car Parks		Buttlands re-surfacing completed
Street Lighting		
Public Toilets		No issues
COMMA/Archives		
Litter & Dog Waste Bins	Additional Bins	There is an issue with excess litter over the weekend and at the markets so an additional wheelie bin will be placed in the Market Place on market days
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		Awaiting response from agents
In-House Grass Cutting		See attached report

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

- **Waiting to hear re Bank Barn**
- **See report on in-house grass cutting**

## Grass

There have been various stories being placed on social media regarding the Town Councils grass cutting requirements. None of these have been completely accurate and some have been 100% inaccurate. This report will hope to set the situation clear for all.

### Pre April 2024

The Town Council have employed the same grass contractor for over 15 years and he provided a service that was adequate with very little complaints and always available to add elements to the contract. The last contract was agreed to commence in April 2019 and lasted for five years i.e. finishing in March 2024. The contract was not a fixed price but increased year on year linked to the RPI.

#### Total Costs

2019-20	35,456
2020-21	35,798
2021-22	36,585
2022-23	41,195
2023-24	44,684

The cost, if we had continued for 2024-25 would have been 55,746

Therefore for April 2024 a new contract would be required. In August last year the council agreed to look at the benefits and drawbacks of taking the grass cutting in-house. In December a report was considered by the Town Council relating to the costs/benefits of remaining with the contractor or taking it in-house. The decision was made to take it in-house and the contractor was informed.

After the Contractor was given notice that the contract would not be renewed there was a discussion regarding whether TUPE applied. It was eventually confirmed that it did not.

### Post April 2024

Due to the problems with deciding on TUPE there was a delay in recruiting and obtaining equipment. The existing contractor was retained for the month of April but ceased with the council on April 30<sup>th</sup>. A new member of staff was recruited who started on May 28<sup>th</sup>. Unfortunately, the equipment needed to do the grass cutting was delayed which meant that long grass was trying to be cut with equipment that was no better than that used in a domestic setting. This also coincided with warm weather interspersed with copious and heavy rain. This resulted in the grass being longer than would normally have been required. This was not a case of 'No Mow May' but 'No Mower in May!'

Once the new equipment arrived the grass had an initial cut and a few days later once it had dried a second and following on subsequent cuts either every two weeks or as required.

As far as we are aware all the grass has now been cut but if anyone knows any that has been missed please let us know.

### Longer Term

As stated in December a cost benefit analysis was undertaken and at that time the in-house option came out on top. This has since been improved upon as the contract figure is higher than estimated.

- There are also other benefits that were not listed at the time and some of these are as follows
- The areas are mown and strimmed at the same time
- The headstones in the cemetery and other footpaths will be blown off cut grass
- Minor Tree work
- The employee will do more than just cut grass i.e. look after the planters, the churchyard gardens, lychgate garden and other garden areas
- There will be an opportunity to create wildflower beds in the autumn for sowing next year
- There is a possibility of adding the Recreation Ground grass cutting as a source of income when the current groundsman retires
- Possibly opportunity for income generating from small local councils
- Another member of staff available for emergency work

Finally, the recruitment process has enabled the Town Council to obtain the services of a very good new member of staff who will, I am sure, be an asset to the Town Council

Sue Lake

27.6.24



**Recreation Ground Minutes 18.6.24**

No.	Role	Person	Trustee?	Present
1	Chair	Lauren Stroud	Yes	Yes
2	Vice-chair	Sean Cannon	Yes	Yes
3	Treasurer	Sue Lake - Town Clerk	No	Yes
4	Secretary	Heather Morton	Yes	No
5	Town Council rep	Cheryl Bould	Yes	Yes
	Cricket rep	Sean Cannon	Yes	As above
7	Tennis rep	Alan Marchbank	Yes	Yes
8	Bowls rep	Philip Kingsford	Yes	Yes
9	Elected member	Barry Lancaster	Yes	Yes
10	Co-opted member	Jon Minns	Yes	Yes
11	Caretaker	Neil Thirtle	No	yes

Plus Cllr Sue Catchpole attended the MAP presentation (see below)

1. Welcome and Apologies

Apologies from Heather

Welcome to Nik Chapman from Mancroft Advice Project (MAP) and a group from The West Norfolk and Breckland Youth Advisory Boards on the Right to Play Disability Campaign.

This group took an observational walk around the recreation ground and also presented on their campaign (Everyone has the right to play) which encourages local councils to build more accessible parks. They also ask to consider: width of paths, inclusivity and signage.

**Action:**

Consider inclusivity when replacing any park equipment (all)

Consider inclusivity when purchasing any new park equipment (all)

2. To confirm minutes of last meeting (May 2024)  
Minutes were confirmed as a true record.
3. Recreation Ground Caretakers report (any important aspects to note):  
Neil provided a summary of the weekly observations and actions
4. Finance
  - a. Bank reconciliation as at 29/5/24 showed cash in hand as £27,099.31
  - b. The listing of payments up to 18 June 2024 showed outgoings year to date as £29,377.51

5. Matters arising (new since last meeting)
  - a. In anticipation of ACT supporting Hooked on Stitching and continuing the annual rental agreement: the following was discussed:
    - i. Car park spaces for people with disabilities – we have 1 space in each car park which meets our legal expectation
    - ii. CCTV monitoring equipment – possible relocation and who has access to it was discussed. It is only accessible by key people and needs to stay there for security reasons.
    - iii. Access to water for Hooked on Stitching (when pavilion is in use) – confirmed that the sink is to be put in and is ready to be put in.
    - iv. Use of referees room – we discussed whether the sink could go in here, which it potentially can.

**Action:**

Sean to contact plumber to assess the job

- v. Alarm zoning – zoning of alarms can be done if required
- vi. Double door security (5 bolt lock) – LS to check again which door was being discussed
- vii. Cleaning contract – hasn't been included but can be at a cost

**Action:**

LS to report back to ACT and Hooked on Stitching on the above matters

- b. storage container usage and rentals review – it was discussed who pays for storage – which is cricket, Hooked on stitching and pétanque. Keith has space but does not pay. Andy to check Keith' equipment to see what is actually needed (lines, hedges, grasscutting)

**Action:**

Sue to ensure that Andy check what Keith needs in the first instance

6. Update on previous matters
  - a. Update/progress on becoming CIO – no further progress
  - b. Town Clerk assistance to Recreation Ground (Sue) – it was explained that assistance is within our existing agreements and does not need to be costed or paid for separately. Item to be removed from future meetings.
  - c. Play parks re-surfacing (Sue/Heather) - no further update, however, we will now consider inclusivity in our bid so may consider the purchasing of a new piece of equipment that is inclusive and forms part of the bid

**Action:**

There is an action here, and I thought it was a quick one, possibly around choosing a piece of kit or finding out costs to put in the bid?????

- d. Tree work (inc over bowls club) – all done.
- e. Cricket safety update – netting is ready to use this weekend

**Action:**

Sean to assess quality of netting when in use and report back

- f. Fencing/walls and gates (Heather) – no progress
- g. Kickabout area progress (Sue) – still to do
- h. Safety of chairs (Sean and Neil) – identified and will chuck (Neil)
- i. Painting of pavilion and car park lines (Sue/Phil/Keith) – car park – Phil has 3 quotes – cheapest £900 thermoplastic paint + £190 clearance to prepare – about £1200 in total; outside – no progress

**Action:**

Phil to share the quotes and we can agree a contractor

- j. Painting of external fence (Philip) – waiting for bowls committee
- k. Food outlets (Sean) – no one yet.
- l. Benches in pétanque area – concrete pad (Sue) - on list to do once dry (Gavin)
- m. Lock for disabled toilet (Sue) - completed.
- n. Everyone Has the Right to Play campaign (Cheryl) – presentation undertaken today and all agreed that inclusivity will be at the heart of everything we do at the rec
- o. Repainting kitchen – Neil will plan it in accordingly

**Action:**

Neil to do and report back once completed

- p. Storage of chemicals (Sue/Neil) – review still to do by Neil
- q. Rec bookings (are bookings now shared with Neil?) - done
- r. Goulder family history and notice/info board project (interpretation boards) – no progress
- s. Wifi/internet at the pavilion – done and reviewing quality
- t. NEST heating system (Sue) – Ryan sorting it
- u. Hooked on Stitching – agreed that the outside maintenance will be done by Richie (cleaning and weeding – for £70); a moss removal quote of £1200 was not approved
- v. Bowls club – maintenance/jobs: kitchen door – 3 quotes for replacement – 10 year warranty £1407 - approved; digital lock for toilets – got them but need fitting

**Action:**

Phil to engage the kitchen door company to start work

- 7. Any user group updates, concerns or proposals, or any other safety concerns not already discussed: no further comments or questions

Date and time of next meetings – July 16<sup>th</sup>, 2024 7.15pm

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

**PRESENT:**

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

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

**1. ELECTION OF CHAIRMAN**

Annette Overton was proposed and AGREED.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Natalie Rees

**3 MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

None declared

**4. MINUTES**

The last meeting of the churchyard Committee was held on 29<sup>th</sup> April 2024. The minutes were **AGREED** and signed by the chairman.

**5. ADJOURNMENT OF THE MEETING**

Not required

**6. INFORMATION ON MATTERS ARISING**

Nothing Raised

**7. 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 advised that the drain needed a professional repair and quotes will be obtained.

**8. WALLS**

**a) To receive an update**

There has been an objection to the application regarding the church walls. This had been discussed at the last Town council meeting and councillors had agreed to obtain professional assistance on this matter.

**9. GROUND MAINTENANCE**

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

The work on this is going well but needs to be maintained. The recent wet weather has curtailed activities. The two lilac trees have been planted. Spraying of brambles and bindweed will need to be ongoing. The need for a regular programme of maintenance is encouraged.

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

Planning for this should be agreed by the end of the month. The clerk has been in touch with the prison service regarding extra manpower to clear the area.

**c) To consider benches**

There are three options, wood, recycled or metal. It is now thought only one will be required measuring 1500 x 1800 x2000. The clerk will send out a schedule of possible options.

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

The clerk mentioned the issues of cutting the triangular area at the entrance of the church and that the Town council would do their best with this. Thanks were expressed to the Town council staff for preparing the church prior to a recent wedding.

**10 WAR MEMORIAL**

Nothing to report

**11 LYCH GATE**

Nothing to report

**12 CHURCH BUILDING**

Nothing new to report. The installation of solar panels will be discussed. There are issues with inconsiderate parking in the Market Place.

**13 CHURCH CLOCK**

The horologist had been in touch and will be sending a quote for the work

**14 AYLSHAM CEMETERY**

The Topple testing undertaken last year had shown some gravestones that needed securing but there were no address records available for the Exclusive Rights holder. The clerk will get quotes from stonemasons to see what the cost of securing these would be.

**15 PAUPERS GRAVEYARD**

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

The wet weather has led to substantial growth. Wendy Sadler will meet with the new Groundsman to discuss future maintenance.

**b) To receive an update on signage**

This is now in place

**16 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing Raised

**17 DATE OF NEXT MEETING**

There being no further business, the Chairman closed the meeting at 11.25am. The next meeting is scheduled for 5<sup>th</sup> August 2024 at 10am.



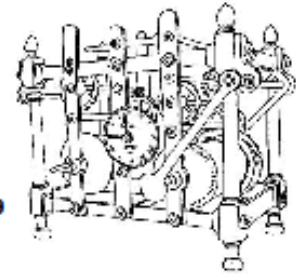
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BHI

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Directors :  
I.F.N. and J.P. Haward

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Specialist Clockmaker and Repairer

50 Leopold Road, Felixstowe, IP11 7NP  
E-mail: work@hhlimited.co.uk



Jack Haward: 07825291569 Ian Haward: 07899946699

**Estimate Date:**

**10 June 2024**

**Estimate For :**

**AYLSHAM CHURCH**

Description of works	Price
<b>Estimate One</b>	
To come to site and check over the hammers and service them and connect to the clock this includes all the hammers and squares.	<b>£1,850.00</b>
<b>Estimate Two</b>	
To come to site and totally rewire the clock hammers and squares as required, service all hammers, connect to the clock and test all.	<b>£2,830.00</b>
<b>Estimate Three</b>	
At the same time as estimate one or two supply and install night silencing unit to be set at any times as required to silence the clock.	<b>£1,500.00</b>
<b>Totals with VAT</b>	
Estimate One    VAT=    £370.00	<b>£2,220.00</b>
Estimate Two    VAT=    £566.00	<b>£3,396.00</b>
Estimate Three    VAT=    £300.00	<b>£1,800.00</b>

Aylsham town council
sent by email

Estimate valid for 6 months from date after which a review may be required.  
**50% deposit with all orders please.**

Valid until : **12/12/24**

COMPANY REGISTERED NUMBER 1222324

Agenda Item 17a

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL, ON WEDNESDAY 19<sup>th</sup> JUNE 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 J St Clair – U3A  
Mr R Willis - ABEF  
Mrs M Evans - Aylsham Town Council  
Mrs M Anderson-Dungar - ABEF

**OFFICER:** Mrs S Lake Town Clerk

**01 APOLOGIES FOR ABSENCE**

Mrs C Bould, Aylsham Town Council  
Rev Canon Julie Boyd

**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 15<sup>th</sup> May 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**

Katherine from Mold will be attending the Cittaslow International meeting.  
No update from Cittaslow UK as a meeting still needs to be arranged.

**07 CITTASLOW IN AYLSHAM**

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

Dan Apps feels the site needs modernising and this was agreed. He also feels the business side of the website needs to be updated so it is more integrated.

**b) 2025 Anniversary**

Some possible logos were presented – these have been designed so they are square but can be elongated if required. The logos could be tailored for different events.



Patrick asked members if they could go back to their groups and ask what they can do for next years celebrations.

**c) Aylsham Food Trail**

A meeting has been scheduled with Aylsham Show Committee.

**d) Community Fayre**

This event went very well. The only downside is that the demographic that attends tends to be mainly the elderly residents of the town. A general discussion was held on this but no easy solution was identified.

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

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

This went well despite the poor weather.

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

These remain at the same level.

**09 CLIMATE EMERGENCY**

A hustings event is scheduled for Friday June 21<sup>st</sup>. All candidates have been invited and have indicated they will be coming.

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

**10 PROJECTS**

**i) CENTRAL BANK HUB**

A request had been submitted but unfortunately rejected. The clerk will write and ask for more information

**ii) HIGH STREET EVOLUTION**

The new business group is moving forward an an event has been booked for the Town Hall.

**iii) RIVER BURE QUALITY**

A group of residents along the Bure has formed a group to test and monitor the water quality. This is not aligned with any Council or Committee.

**11 AYLSHAM COMMUNITY EVENTS COMMITTEE**

A meeting is scheduled for this evening. The main focus is the Street Party.

**12 SLOW FOOD AYLSHAM**

Will be attending the Family Learning Day on Saturday June 22<sup>nd</sup> working with Rotary on the café.

Currently working on a new recipe book which should be available soon.

Will be in attendance at the Aylsham Show

**13 AYLSHAM IN BLOOM**

Despite the weather the Open Gardens event was successful with over 350 visitors. A total of £2500 was raised through ticket sales and a further £1500 for various charities at the individual gardens.

**14 ABEF**

This is now looking to transfer into Amazing Aylsham providing the constitution allows this. Any outstanding funds would also be transferred over.

**15 AYLSHAM PARISH CHURCH**

No report

**16 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing raised.

The committee thanks Sue Lake for her work as clerk to this committee over the last 10 years.

**17. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 17<sup>th</sup> July 2024 at 11.00am at the Drill Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 12.15pm



**Minutes of the Aylsham Climate Emergency Meeting  
Held in Town Hall on Monday June 3<sup>rd</sup> 2024**

**Present:**

Grizelda Tyler (Chair)	Chris	Anna Magyar
Louise	Yvonne Stewart	Kay Montandon
Lillie Ferrari	Pat Prekopp	Cheryl Bould
Shelly Hudson	Kate Mackenzie	Michael Dolling

Sue Lake – Town Clerk

**1. Welcome and apologies for absence**

Apologies were received from Sue Sharp, Sue Catchpole, Richard Moore , Lesley Cannon. Jenny Haycock Sally and Ian Hildrew

**2. Minutes**

Minutes of the meeting held Monday 13<sup>th</sup> May 2024 were confirmed and signed.

**3. Matters Arising**

Nothing Raised.

**4 Project work**

**Presentation of new Projects for consideration**

None made

**Update on Existing Projects**

**a) Public Meeting on Climate Change with Prospective Parliamentary Candidates**

This has been arranged for Friday June 21<sup>st</sup> in the Parish Church. All candidates have been invited. As the event is being organised by ACE the main focus will be on the environment but other issues can be raised. Volunteers will be needed for the event and a call has been sent to all members of the group.

How the meeting would work was then discussed in detail.

**b) Big Green Week**

Some tickets have been sold and the event has been publicised on social media and also in Just Aylsham.

Arrangements for the day were then detailed.

**c) Noticeboards**

The management company for The Willows had refused the request. A letter will be sent to them asking for the reasons behind their refusal.

**d) Hedgehog Highway Scheme**

After discussion it was decided not to purchase the items available.

## **5. Group Updates**

### **Transport**

Still working on the proposed car park at Norwich Road and also working with Norfolk County Council on upgrading bus stops. QR codes should be displayed on all stops soon.

They are also working on a walking map of the town.

The walking bus project for schools is proving very complicated.

### **Plastics**

The blister pack recycling is continuing to be popular. Looking at other grants that may be available to help with the costs.

### **Biodiversity**

Have three extra volunteers for surveying the grassed areas. Have put together a grass cutting plan for Old Station Yard.

Working on hedgehogs with the National Trust.

### **Energy**

The Thermal Imaging camera is still proving popular and looking at a course to teach people how to use it themselves.

Struggling to get anyone interested in the insulation scheme but still working on it.

### **Communications**

The social media figures were detailed for the group. Would like to know update on the Net zero target. Trying to communicate with as little paper as possible.

## **6. Grass Verges**

Nothing new to report

## **7. Green Day**

There have been several meetings and various groups have been contacted regarding attending, also many ideas for activities. Have received £50 sponsorship from Whites butchers.

## **8. Water**

A first meeting of the River Bure Water quality Group had recently been held. The group will look at the water quality from Aylsham through to Coltishall. Testing methods still need to be defined. The group will remain as an independent action group.

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

The Family Learning Day will be held at Aylsham High School on June 22<sup>nd</sup>.

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

The next ACE Meeting will be 1<sup>st</sup> July 2024

The meeting closed at 8.50pm



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON WEDNESDAY 19<sup>TH</sup> JUNE 2024 at 7:00pm**

**PRESENT:**

Fiona O’Hara	-	Chairman (Town Resident)
Patrick Prekopp	-	Councillor
Kevin Cunnane	-	Councillor
David Anderson	-	Councillor
Joan Bennett	-	Councillor
Kay Montandon	-	Councillor
Donna Butcher	-	Events & Administration Officer

**1. WELCOME INTRODUCTION & APOLOGIES**

Apologies received from Giles Margarson, Richie Barnett, Rev Natalie Rees, Cheryl Bould.

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

None received.

**3. 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.

**4. INFORMATION ON MATTERS ARISING**

None.

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

None present.

**6. TO CONFIRM ARRIVAL TIME AND DUTIES FOR THE STREET PARTY**

Donna requested that committee members arrive in the Market Place at 8am to assist with setting up the tables and chairs.

**7. TO RECEIVE INFORMATION REGARDING THE HEALTHY TOWNS EVENT**

Kay gave the committee the background of the previous event held in April. A further event is to be held in October to promote winter preparedness, highlighting vaccinations for adults and children, available benefits for heating etc, warm spaces and health packs. This is currently booked in to the Drill Hall but it was discussed that this may not be the best location or timing with it being half term. Kay asked if the Events Committee would be prepared to help in organising future events. This was agreed.

**8. TO DISCUSS PLANS FOR CITTASLOW 2025**

As part of the celebrations for the 25<sup>th</sup> anniversary, all town council events will carry a Cittaslow 2025 logo. The Aylsham Show have been approached for Cittaslow to have a presence there next year. Local farmers have been asked to participate in a 'Farm Food Trail', three have agreed so far. Along with the new proposed Business Forum, it is hoped that a Restaurant Week will take place.

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

To plan 2025 events in September meeting.

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

The next meeting will be held on Wednesday 17<sup>th</sup> July 2024 at 7pm in the Council Chamber.

**11. CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8pm.