**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

 North Yorkshire

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 12 March 2024

To: **The Town Mayor and Members of Knaresborough Town Council**

Dear Councillors:

I hereby summon you to the ordinary meeting of **KNARESBOROUGH TOWN COUNCIL** to be held in the **Chamber, Knaresborough House** on:

**Monday 18 March 2024**

**7:00pm**

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

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Clerk of the Council

Any queries regarding this agenda should be addressed to the **Clerk** at **office@knaresboroughtowncouncil.gov.uk**

**COUNCIL AGENDA – Monday 18 March 2024**

**1.** To receive **Apologies and consider approval** of the reasonsfor inability to attend the meeting.

**2.** To receive declarations of **disclosable pecuniary interest** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

**3. KTC Public Speaking Session**

Any member of the public who wishes to speak about an item on this agenda, or any topic they wish to bring to council’s attention, does not need to give notice but priority will be given to those who have given prior notice to the Clerk – *please see contact details on the front of this agenda.*

**4. To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the **Council** Meeting held on**:**

**4.1** Monday 18 December 2023 *(ca)*

**5.** **Business Remaining** – none for this meeting

**6.** **Reports and Council Actions from the Clerk**

**6.1 To consider** a change to the job title of thenewly appointed Programmes Officer to ‘Community Project Officer’ following confusion over the nature of the role creating extra work.

**6.2 To review and consider** adopting a Business Plan and associated Action Plan *(ca)*

**6.3 To consider** giving the Clerk delegated authority to go out to tender for the Festive Lighting Contract based on the previous scheme and pre-prepared documentation *(emailed under separate cover to all councillors)*

**6.4. To consider** adopting the following policy:

 Scheme of Delegation *(ca)*

**6.5 To receive and note** the auditor’s interim report (copy attached together with Clerk report on recommendations) *(ca)*

**6.6 To approve the recommendation** from the Clerk for the renewal of Town Council Insurance Policy *(report attached)*

**6.7 To note** the Mayoral Points and that Councillor Margy Longhurst has been proposed as Mayor Elect and Councillor Andy Bell as Deputy Mayor Elect *(ca)*

**7. Correspondence**

**7.1 To consider** the grant application from Knaresborough Lions *(ca)*

**7.2** **To consider** the grant application from Knaresborough Festival of Entertainment and Visual Arts *(ca)*

**7.3 To consider** the grant application from Harrogate Road Safety Dog Training Club *(ca)*

**7.4 To consider** the grant applications from Knaresborough Allotment Self Help Scheme *(ca)*

i) Water supply

ii) New gate for ‘triangle’

iii) Replace damaged fencing

**7.5 To consider** the grant application from Community Stars CIC *(ca)*

**7.6 To consider** the request from a resident to ask North Yorkshire Council to fly the Ukrainian flag at Knaresborough House (timing to be specified by KTC)

**8. Reports, recommendations and motions from Committees and Working Groups**

**8.1 To receive and note** the minutes of the Planning Committee meetings held on 8 January, 5 February and 4 March (draft) (*ca)*

**8.2 To receive and note** the minutes of the Staffing Committee meeting held on 11 January and 5 February (draft) (*ca)*

**8.3 To receive and note** the minutes of the Projects and Events Committee held on 20 February (draft) (*ca)*

**9. Motions from Council Members:**

**9.1 Councillor M Longhurst -** “That KTC agrees to support a programme to train a pool of accredited walking tour guides to improve the visitor experience and support local museums and businesses”.

Seconded: Councillor H Gostlow

*(see attached information)*

**9.2 Councillor H Gostlow –** “That Knaresborough Town Council (KTC) agrees to an informal meeting to discuss the current issues with dangerous driving within the Knaresborough Wellbeing Hub (Stockwell Avenue) Car Park, which is owned by KTC.

This meeting would be for information gathering purposes with a view to submitting a proposal/s back to Full Council for a decision.

KTC would look to invite the relevant stakeholders for attendance in order to assist in an informed discussion.”

Seconded: Councillor H Westmancoat

*(see attached information)*

**9.3 Councillor J Pickard –** “That KTC give delegated authority to the Clerk to spend up to £500 to ‘brand’ the new trailer stage with the KTC logo. The stage is likely to be prominent at several local events and it would be positive for the community to see the Town Council logo and therefore make the connection to the provision of the stage with Town Council. The stage will be a great rendezvous point for KTC at events. Branding to consist of 1 large logo for the back of the trailer and 2 ‘Velcro friendly’ logo signs for the gable doors”.

Seconded: Councillor H Gostlow

**10. Information Exchange**

**Note:** Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk’s office.

**A copy of the agenda in larger print is available on request.**

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

**Emergency Procedures for Meetings – Fire**

 Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.