

**MINUTES OF THE ANNUAL MEETING OF
KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE ON MONDAY 16 MAY 2022**

PRESENT: The Town Mayor (Christine Willoughby) in the Chair

Councillors: J Batt, A Bell, K Davies, M Flood, H Gostlow, K Lacey, M Longhurst,
S Oakes, M Walker and H Westmancoat

Staff: The Clerk and the Deputy Clerk

The Mayor welcomed all present.

AM22/001 ITEM 1 – ELECTION OF TOWN MAYOR 2022/2023

1.1 The Town Mayor (C Willoughby) asked for nominations for the election of Mayor for the ensuing year.

Councillor John Batt proposed and Councillor Mark Flood seconded and it was

RESOLVED: Councillor Kathryn Davies be elected Town Mayor for the ensuing year 2022/23.

AM22/002 ITEM 2 – APOLOGIES FOR INABILITY TO ATTEND THE MEETING

Apologies were received from Councillors D Goode and J Pickard

AM22/003 ITEM 3 – Town Mayor’s Declaration of Acceptance of Office and appointment of Deputy Town Mayor

3.1 Councillor Kathryn Davies read out the declaration of acceptance of office of Town Mayor and signed accordingly.

3.2 The Mayor announced her Consort is to be Mr Robert Davies.

3.3 The Town Mayor announced her Deputy Mayor to be Councillor Mark Flood for the year 2022/23.

AM22/004 ITEM 4 - To Resolve to permit any councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council

RESOLVED: As above

AM22/005 ITEM 5 - General Council Business – Appendix B – including appointments to Committees, Working Groups and External Organisations and Schedule of Meetings for 2022/23

Appendix B a) and b) Committees and Working Groups

- i) Office Services Committee

RESOLVED: That the Office Services Committee is re-designated as a staffing committee with revised Terms of Reference.

- ii) Christmas Committee

RESOLVED: That the Christmas Committee becomes a task and finish working group to consider renewal of the Christmas Lighting contract when required.

- iii) Planning Committee

RESOLVED: That the Planning Committee continues.

- iv) Town Team Working Group

RESOLVED: That this working group be disbanded.

- v) Performance Area Working Group

RESOLVED: That the Performance Area Working Group continues for another year, with a review after 12 months.

- vi) Emergency Response Working Group

RESOLVED: That the Emergency Response Working Group is retained.

It was noted that this Group is operated very much in conjunction with Harrogate Borough Council (HBC). Office to liaise with past Chair and HBC re current position.

- vii) Castle Working Group

RESOLVED: That the Castle Working Group continues.

- viii) Bright Friday Working Group

RESOLVED: That the Bright Friday Working Group continues.

- ix) Conyngham Hall Facilities Working Group

RESOLVED: That the Conyngham Hall Working Group continues.

- x) Climate Emergency Working Group

RESOLVED: That the Climate Emergency Working Group continues.

- xi) Memorial Forest Working Group

RESOLVED: That the Memorial Forest Working Group continues.

- xii) It was proposed and seconded that a new Working Group be set up to consider the role of Knaresborough Town Council under the new unitary authority.

RESOLVED: That a new Working Group is set up to consider the role of KTC under the new unitary authority.

xiii) It was proposed and seconded that a new Working Group be set up to consider the results of the recent Residents' Survey.

RESOLVED: That a new Working Group is set up to consider the results of the recent Residents' Survey.

xiv) Liaison Councillors

RESOLVED: That Liaison Councillors be appointed as per attached Appendix.

Please see attached appendix for full details of members of committees and working groups

It was agreed that the Clerk would circulate the new Committee and Working Groups list to allow Councillors to consider further, and give those Councillors not present the opportunity to put their names forward.

It was further agreed that Terms of Reference for committees would be reviewed in due course and reviewed/introduced for working groups.

Appendix B c) External Organisations

Councillors were appointed to External Organisations as per attached Appendix.

Appendix B d) Asset Register

RESOLVED: To Receive and Note the content of the Asset Register as per attached Appendix.

Appendix B e) Standing Orders and Financial Regulations

RESOLVED: To adopt the Standing Orders and Financial Regulations.

The current Standing Orders and Financial Regulations can be viewed on the Town Council website.

Appendix B f) Schedule of Council Meetings

RESOLVED: To adopt the Schedule of Council Meetings as detailed in the attached Appendix

The Meeting closed at 9.20 pm

**Signed by the Mayor:
Councillor Kathryn Davies**

**Appendix B
a) and b)**

LIST OF COMMITTEES/WORKING GROUPS 2022/2023

Office Services Committee	Appeals Committee
Kathryn Davies Matt Walker	All councillors who are NOT members of Office Services Committee
Planning Committee	Christmas Contracts Working Group (Responsible for Christmas lights contract)
John Batt Andy Bell Kathryn Davies Shan Oakes	Hannah Gostlow
Castle Working Group	Performance Area Working Group
Christine Willoughby (Chair-non-councillor) John Batt Andy Bell Matt Walker Helen Westmancoat	John Batt Mark Flood Helen Westmancoat
Emergency Response Working Group	Bright Friday Working Group
John Batt Kathryn Davies James Pickard	Hannah Gostlow (Chair) Mark Flood
Conyngham Hall Facilities Working Group	Climate Emergency Working Group
Hannah Gostlow (Chair) Mark Flood Margy Longhurst	Hannah Gostlow (Chair) Andy Bell Mark Flood Kit Lacey Shan Oakes Helen Westmancoat
Memorial Forest Working Group	Residents Survey Working Group
Mark Flood Hannah Gostlow Shan Oakes Matt Walker	No members agreed at meeting
KTC/Unitary Authority Working Group	Neighbourhood Development Plan Liaison
Andy Bell Kathryn Davies Mark Flood	David Goode

Hannah Gostlow Kit Lacey Shan Oakes	
Allotments Liaison	Farmers Market Liaison
Hannah Gostlow	Matt Walker
Artisan Market Liaison	Wednesday Market Liaison
Matt Walker	Kathryn Davies

Appendix c)

EXTERNAL ORGANISATIONS 2022-2023	
Town Twinning	The Mayor
Knaresborough Chamber of Trade	H Gostlow, S Oakes
Yorkshire Local Councils' Association YLCA	The Mayor
Harrogate & District Access Group (HADAG)	The Mayor is Patron
Safer Neighbourhoods Group	TBC
Knaresborough Community Centre Committee	H Gostlow
Friendship & Leisure Centre	The Mayor
Nidd Gorge Advisory Partnership	M Flood, S Oakes
Renaissance Knaresborough Exec Committee	S Oakes
Spa Baths Charity	J Batt
Knaresborough Relief in Need	H Westmancoat
Trustee of King James's Foundation	J Batt
Trustee of Chapel of our Lady of the Crag	M Longhurst
Amey (Allerton Waste Recovery Stakeholder Panel)	M Flood, K Lacey
Knaresborough Dementia Friendly Community	M Flood, H Westmancoat
Knaresborough Civic Society	The Mayor
Knaresborough Business Collective	K Lacey

KTC Annual Meeting
16 May 2022

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
001	Community Centre	Stockwell Avenue	770,000	1998	<i>Approx rebuild cost. See letter from Harrogate Borough Council dated January 2004. HBC, as tenants, are required to provide PLI cover and cover re building costs</i>
002	Castle Lights	Knaresborough Castle	35,000	2018	<i>HBC Insured</i>
003	Allotment Land	Bilton Hall Drive	32,500	July 2010	Field made into allotments and allocated from February 2011
004	Mother Shipton Statue	Market Square	30,000	2016	
005	Christmas Lights	In situ or at Acorn Lighting Services (LITE LTD)	25,000	2011	Now own – paid over 5 years – £23,453 per year Stored at Acorn when not in situ See below for detail
006	Mayor's Chain	With the Mayor	7,000		Valued by Fattorini's in 2014
007	Mayoress Chain	With the Mayoress	5,200		Valued by Fattorini's in 2014
008	Allotment Land	Stockwell Road	4,500	1968	Knaresborough Allotment Self Help Scheme
009	Deputy Mayors Chain	With the Deputy Mayor	4,000		Valued by Fattorini's in 2014
010	Statue of St Robert	Abbey Road	4,000	2018	
011	Stage (sections slot together)	Knaresborough Lions store for KTC	3,000	December 2014	Stored at The Ranch, Forest Moor, Knaresborough by Knaresborough Lions
012	Deputy Mayoress Chain	With Dep Mayoress	2,200		Valued by Fattorini's in 2014
013	Mayor's Ribbon Badge	With Mayor	2,200		Valued by Fattorini's in 2014
014	Silver spade (1902)	Clerks office	2,000	Nov 1902	
015	Clerk's office equipment and furniture	Clerk's office	1,435	2014	Purchased from TLC
016	Oil painting of Lord Inman	Clerk's Office	600	1957	Oil painting by Norman Hepple (1908 – 1994) seated portrait signed and dated 1957 23.5" / 19.5" gilt frame
017	Lap Top	Clerk's Office	550	2018	
018	Replica Blind Jack's Cherry wood cane	Clerk's Office	500		John Metcalfe 73" high
019	Simpson bowling trophy 1927	Chamber	500	1927	2 Handled - Barker Bros Chester 1919 urn from with single girdle on wooden socle inscribed Presented by JW Simpson Esq Manor Cottage Knb height 27" 10.5oz

KTC Annual Meeting
16 May 2022

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
020	Silver spade (1887)	Clerk's Office	500	1887	Silver plate – black handle – (use as less precious)
021	Projector	Clerk's Office/Councillors	491	2016	Casio core XJ - V1 2700 ANSI Lumens XGA lamp free
022	Banners x 3 - NDP	In Clerk's Office	475	2014	
023	Three past Chairman badges (KnB UDC)	Chamber	450	1959	Fattorini Birmingham enamel & gilt silver in original Fattorini cases each 2.75 diameter
024	Projector Screen	In Assembly Hall	350	2014	Located in assembly hall
025	Challenge cup bowling x 2	Chamber	350	1869	Silver Chalice inscribed KnB Challenge Cup Bowls – Barnard & Sons Ltd London 1869 embossed doves, geometric border & entwined vine 10”high 14.5oz.
026	Glass Display Case	KH - 1 st Floor Landing	300		Size: Large
027	K'boro Savings Committee Street Groups League Cup	Chamber	250	1945	2 Handled trophy Thomas Bradury & Sons London 1901 Urn form & inscribed Presented by Col CH Tetley D.S.O, T.D & October 1945. 8.5” high 11oz.
028	Silver Rose Bowl - Knaresborough Challenge Cup	Chamber	240		Maker Walker & Hall Sheffield inscribed KnB Challenge Cup 8” high approx 10oz
029	Mug (rumoured to be Blind Jack's)	Chamber	230		Pearl wear blue & white mug, leaf design, 4.5” high. Valuation made in 2015 by Hartleys Auctioneers
030	Lawn Mower	Cllr Andrew Willoughby	208	2011	
031	Four Maundy coins 2010 (4,3,2 and 1)	Chamber	200		Coins dated 2010
032	Large Display Board (purchased for NDP)	In Clerk's Office	200	2014	
033	15 Hi Vis Jackets	In Chamber	180	2008	
034	Silver platter	Large cabinet on stairs	180		2 handled silver on copper salver - Ogdens of Harrogate &
035	Metal press	Clerk's Office cabinet	150		Cast iron lock seal stamp with floral decoration & turned wood handle 8.5” high
036	German Letter Box (Yellow) 25 Years of Town Twinning Partnerschaftsverein Bebra-Knaresborough	KH - Entrance Hall	100	June 1995	Plate at Top inscribed: 25 Years of Town Twinning presented by Partnerschaftsverein Bebra-Knaresborough C.V. June 1995.

KTC Annual Meeting
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					Plate at Front inscribed: 25 Years of Town Twinning - Presented by Bebra to Knaresborough - June 1995
037	Scale copy of Blind Jack's viameter 2000	KH - Ground Floor/1 st Floor Landing	100	2000	
038	Blind Jack's tea pot	Chamber	100		Date- is after Blind Jack's death! Porcelain white with flowers dated 1841 11" wide
039	Book - 'History of the Town'	Clerk's office cabinet	100		History of the Castle, Town & Forest of Knaresborough & its medicinal springs' 6 th Edition E Hargorve
040	Glass rose bowl	Chamber	50		England in Bloom 1986
041	40 year plaque BEBRA	Chamber	50		Partnership Present from Bebra
042	40 year BEBRA glass	Chamber	50		Present from Bebra
043	Community Cup - silver plated	Clerk's office or with award winner	1		Value in names inscribed on plate
044	Scotsman statue in spelter	Clerk's Office	50		
045	Environmental award	Clerk's office or with award winner	20		Value in the names/organisations inscribed
046	3 x large Honours Boards	Chamber	1		Value in inscriptions of former Chairmen/Mayors since 1894
047	2 x telephone boxes	Market Place	2	2019	Refurb cost £5400 completed 2020
048	5 past mayors badges	Clerk's office cabinet	2100	Summer 2019	
049	2 consort pins	Clerk's office cabinet	284	Jan 2018	
050	2 long service awards	Clerk's office cabinet	2		Purchase date/value unknown
051	Castle Banner	Lighting Contractors	400	Nov 2019	
052	Franking Machine	Clerk's Office	600	Dec 2019	
053	Office PC's x 3	Clerk's Office	2000	Oct 2019	
054	Defibrillator + Cabinet	Fixed to External Wall Kboro House	1379	Apr 2021	
055	Road Closure Signage	Friendship & Leisure Centre	418	Sept/Nov 2021	Communal Usage, kept in locked building.

Christmas Lights (*Item 005*):

£942,746

2 x welcome to Knaresborough

1 x star of Bethlehem

1 x nativity scene (3 parts)

Chandeliers

Viaduct/castle ensemble

Various strings of lights (added 2019)

Total Value for Audit Purposes:

DISPOSED ASSETS

Item 005 - majority of lights disposed of in 2016

Note: Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will stay constant throughout their life until disposal.

(Governance and Accountability)

Updated March 2022

f)

KTC Meeting Dates May 2022 – April 2023

<u>Date</u>	<u>Meeting</u>	<u>Notes</u>
Monday 9 May	New Councillor Induction	
Monday 16 May	Full Council (election of Chair/Mayor)	
Monday 6 June	Planning	
Monday 27 June	Full Council	Note mtng out of sequence for AGAR sign off
Monday 4 July	Planning	
Monday 18 July	Full Council	
Monday 1 August	Planning	
Monday 5 September	Planning	
Monday 19 September	Full Council	
Monday 3 October	Planning	
Monday 17 October	Full Council	
Monday 7 November	Planning	
Monday 14 November	Budget preparation - councillors discussion only	
Monday 21 November	Full Council	
Monday 28 November	Full Council - Budget	
Monday 5 December	Planning	
Monday 19 December	Full Council	
Monday 9 January	Planning	
Monday 16 January	Full Council	
Monday 6 February	Planning	
Monday 20 February	Full Council	

Monday 6 March	Planning	
Monday 6 March	Annual Town Meeting	
Monday 3 April	Planning	
Monday 17 April	Full Council	
Monday 8 May	Planning	
Monday 15 May	Full Council	
Thursday 25 May	Annual Meeting of the Town Council	

Please note: Full Council meetings are held on the 3rd Monday of each month. In June the meeting is the 4th Monday to allow timely completion of the Council's Annual Return which has a strict audit timeline.

Planning meetings are held on the first Monday of each month.