

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

Knareborough House
Knareborough
North Yorkshire
HG5 0HW
Tel: (01423) 864080

E-mail: clerk@knareboroughtowncouncil.gov.uk

12 March 2024

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

Dear Councillors:

I hereby summon you to the ordinary meeting of **KNARESBOROUGH TOWN COUNCIL** to be held in the **Chamber, Knareborough 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@knareboroughtowncouncil.gov.uk

COUNCIL AGENDA – Monday 18 March 2024

1. To receive **Apologies and consider approval** of the reasons for 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 the newly 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.

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 18 December 2023

PRESENT: **Chair:** The Mayor – Cllr H Gostlow

Councillors: J Batt, A Bell, K Davies, M Flood, D Goode, K Lacey, M Longhurst, J Pickard, M Walker and H Westmancoat

Staff Present: The Clerk and Deputy Clerk

Late Arrivals: J Pickard **Early Departures:** None

Also Present: Several members of the public and a representative from the Press.

23/131 ITEM 1 – To receive apologies and consider approval of inability to attend the meeting:

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillor S Oakes.

It was noted that Councillor Pickard had given his apologies but had indicated he would join the meeting later in the evening.

23/132 ITEM 2 – Councillors' Disclosure of an Interest

Councillor M Walker	Item 6.8 – is a County Councillor, he was present at the ACC meeting of 14 September and had subsequently approved the Minutes.
Councillor K Lacey	Item 7.7 – is a member of Knot Another Choir
Councillor H Gostlow	Item 6.8 – is a County Councillor and was present at the ACC meeting of 14 September

Throughout the duration of the meeting several Members asked for perceived breaches of the Members' Code of Conduct to be recorded in the Minutes. However, the Clerk reminded Members that if they believed the Code of Conduct had been breached then they should contact the Monitoring Officer at North Yorkshire Council.

23/133 ITEM 3 - KTC Public Speaking Session

Representatives from two organisations attended the meeting to speak in support of their grant applications but the Mayor indicated that they would be given the opportunity when members discussed the applications under Item 7 Correspondence.

23/134 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meetings held on:

4.1 Monday 18 September 2023

It was proposed and seconded that an amendment should be made to the narrative surrounding Item 5.2 under Public Speaking to read - "Members which had been filed with the Mutuals Public Register regulated by the Financial Conduct Authority in February 2023" and it was

RESOLVED: That, subject to the amendment detailed above, the Minutes of the meeting of Monday 18th September be approved as a correct record and signed by the Chair.

It was further proposed, but not seconded, individual Councillors who propose and second motions in council meetings should be named in the minutes.

4.2 Monday 02 October 2023 Extra Ordinary Meeting

RESOLVED: That the Minutes of the Extra Ordinary Meeting of 2 October 2023 be approved as a correct record and signed by the Chair.

23/135 ITEM 5 - Business Remaining

None for this meeting

23/136 ITEM 6 - Reports and Council Actions from the Clerk

6.1 To approve the budget set by the Finance and General Purposes committee at its meeting held on the 20 November 2023 and **set the Precept** for the Financial Year 2024/2025 accordingly.

RESOLVED: That KTC accept the Recommendation of the Finance and General Purposes Committee meeting on 20 November 2023, where the budget was set at £257,150. As a result, KTC sets a precept of £172,180 which represents a 4.13% increase based on an average Band D property.

Councillor Davies asked for her vote against this Resolution to be recorded.

The Mayor then moved to Item 7 on the agenda:

23/137 ITEM 7 - Correspondence

7.1 To consider request from the CEO of Chain Lane Community Hub to hold a future Council meeting at the Hub and receive a presentation on its Community Anchor role.

Members agreed to hold a future Full Council meeting at the Hub and to receive a presentation on its Community Anchor role. The office to make suitable arrangements.

7.2 To consider the next steps and agree a meeting date from those provided, following the invitation from North Yorkshire Council to submit a full business case in support of KTC taking on management of the Wednesday Market and associated storage facilities.

RESOLVED: That all Councillors be invited to attend on 10th January 2024 at 3.00 p.m. in Harrogate or via Teams.

7.3 To consider the grant application from Henshaws Society for Blind People

It was noted that KTC has spent almost three quarters of its grants budget year to date.

It was proposed but not seconded that this application be deferred until financial reports are received.

It was proposed but not seconded that this application be deferred to the next finance committee meeting.

RESOLVED: That KTC award £500 to Henshaws Society for Blind People.

7.4 To consider the grant application from the Knaresborough Museum Association

Representatives from Knaresborough Museum Association attended the meeting to speak in favour of their application and further outline their work in Knaresborough.

It was proposed but not seconded that KTC award a grant of £1000. This proposal was withdrawn.

It was proposed and seconded that KTC award a grant of £2000.

RESOLVED: That KTC award a grant to Knaresborough Museum Association of £2000.

7.5 To consider the grant application from Community Stars CIC

It was proposed but not seconded that KTC awards a grant of £2,500 but with an indication that KTC would be willing to look at the remainder of the funding in the next financial year.

RESOLVED: That this application be deferred to a future meeting and invite Community Stars to attend and to provide further detail to Members.

7.6 To consider the grant application from North Yorkshire Citizens Advice and Law Centre (as discussed at a previous meeting)

RESOLVED: That KTC award the full amount requested of £1500.

7.7 To consider the grant application from Knot Another Choir

RESOLVED: That using the powers granted under LGA 1972 Section 137, KTC awards the full grant requested of £2040

The Mayor moved back to Item 6 on the Agenda

23/136 ITEM 6 - Reports and Council Actions from the Clerk

6.2 To receive and note the finance figures for October 2023

RESOLVED: To receive and note the finance figures for October 2023

6.3 To approve the schedule of Accounts for November 2023

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Kboro Connectors	97	100.00	0.00	100.00	Bright Friday Christmas Booklet
H Gostlow	98	25.00	0.00	25.00	Reimburse Bright Friday Poster Work
YLCA	99	25.00	0.00	25.00	Cllr Training - H Westmancoat
SWARCO	100	8,091.00	1,618.20	9,709.20	VAS signage
LITE	101	11,451.00	2,290.20	13,741.20	Christmas Lights payment 2 of 3
Royal British Legion	102	50.00	0.00	50.00	Wreath
Network Print	103	30.00	6.00	36.00	Bright Friday Posters
Friendship and Leisure	104	20.00	0.00	20.00	November donation storage
Mayoress of Morley Charity Fund	105	14.50	0.00	14.50	Donation
King James School	106	1,000.00	0.00	1,000.00	KTC grant award
Renaissance Knaresborough	107	3,000.00	0.00	3,000.00	KTC grant award
H Gostlow	108	1,000.00	0.00	1,000.00	Mayoral Allowance Payment 1

Salaries, Tax and NI, Pensions	109 - 112	6,428.29	0.00	6,428.29	incl backpay for agreed national pay award 22/23
Total		31,234.79	3,914.40	35,149.19	

RESOLVED: To approve the November Schedule of Accounts in the sum of £35,149.19

6.4 To review the previously approved Schedule of Meetings 2023/2024 (Minute no: 23/111 15 May refers).

Members noted the Schedule of Meetings for the remainder of the civic year 2023/2024.

6.5 To consider review and adoption of the following policy:

a) Equality and Diversity Policy

RESOLVED: That the Equality and Diversity Policy be adopted following amendment as necessary to ensure appropriate wording regarding gender.

6.6 To receive and note the CIL and Parish Councils CIL spending and reporting guidance.

RESOLVED: To receive and note the CIL and Parish Councils CIL spending and reporting guidance.

6.7 To receive and note the Urgent Decision Report relating to the engagement of a new Internal Audit provider.

RESOLVED: To receive and note the Urgent Decision Report relating to the engagement of a new Internal Audit provider.

6.8 To receive the report regarding the North Yorkshire Council Harrogate and Knaresborough Area Constituency Committee meeting held on 14 September 2023 and **consider** next steps.

The Mayor, Councillor Hannah Gostlow, stepped down from the Chair and the Deputy Mayor, Councillor Helen Westmancoat, chaired the meeting for this item.

Following a statement by Councillor Goode, Members discussed this at length.

It was proposed and seconded that Town Council supports the motion as originally presented in the Minutes of the ACC meeting of 14 September and that the Clerk writes to NYC accordingly.

It was also proposed and seconded that the minutes of the ACC meeting of 14 September together with the resolution and the video recording are removed. This proposal was amended to ask that the resolution be rescinded rather than the minutes be removed.

RESOLVED: That Town Council supports the motion as originally presented in the Minutes of the ACC meeting of 14 September and that the Clerk writes to NYC accordingly.

Councillors Batt and Davies asked for their vote against this Resolution be recorded.

The second proposal was not voted on as the first motion had been carried.

The Mayor re-took the Chair for the remainder of the meeting.

23/137 ITEM 7 - Correspondence

See above.

23/138 – ITEM 8 - Reports, recommendations, and motions from Committees and Working Groups

8.1 To receive and note the draft minutes from the Community Services and Environment Committee held on Monday 02 October 2023

RESOLVED: To receive and note the draft minutes from the Community Services and Environment Committee held on Monday 02 October 2023.

8.2 To receive and note the draft minutes from the Staffing Committee held on Monday 09 November 2023

RESOLVED: To receive and note the draft minutes from the Staffing Committee held on Monday 09 November 2023.

8.3 To receive and note the draft minutes from the Finance and General Purposes Committee held on Monday 20 November 2023

RESOLVED: To receive and note the draft minutes from the Finance and General Purposes Committee held on Monday 20 November 2023.

8.4 To receive and note the approved minutes from the Planning Committee meetings held on 5 June, 3 July, 7 August, 4 September, 2 October, and 6 November 2023 (*see website for details*)

RESOLVED: To receive and note the approved minutes from the Planning Committee meetings held on 5 June, 3 July, 7 August, 4 September, 2 October, and 6 November 2023.

23/139 ITEM 9 - Motions from Council Members

9.1 Councillor M Walker (seconder Cllr D Goode)

“That KTC write to Taylor Wimpey to invite them to KTC to provide an update on the transfer of land at Manse Farm housing estate to North Yorkshire Council so a primary school can be built”.

RESOLVED: That KTC write to Taylor Wimpey to invite them to KTC to provide an update on the transfer of land at Manse Farm housing estate to North Yorkshire Council so a primary school can be built”.

9.2 Councillor J Batt

“That KTC delegates responsibility to the Clerk to assist in the organisation of a Knaresborough Castle Area Sub-Committee visit to Helmsley Castle and Clifford’s Tower with a view to seeing the improvements applied to these sites and gather ideas and information to improve Knaresborough Castle in time for the 2030 celebrations”.

Council will need to consider whether this is a necessary expense and what costs will be included for example, transportation and entry fees, how many people are expected to be involved, cost of officer time. What specific outcomes is Council looking for from such a visit?

9.10 p.m. Councillor J Pickard arrived in the Chamber.

RESOLVED: That KTC supports this motion in principle subject to the castle area sub committee providing further information on number of people/costings etc.

23/140 ITEM 10 – Information Exchange

Mr Bob Frenedt attended the meeting to give a Presentation to members following his recent visit to Volodymyr in Ukraine.

- Councillor Flood informed members that full signing of the documentation for Knaresborough Forest Park is due to be completed after Christmas.
- Councillor Westmancoat informed members that there will be a meeting of the 2025 Commemoration of the Enclosure Act sub committee on 29th January at 7.00 p.m.

Meeting closed at:9.40 p.m.

**Signed by the Mayor:
Councillor Hannah Gostlow**



KNARESBOROUGH TOWN COUNCIL



BUSINESS PLAN 2024 – 2027

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Foreword:

Knareborough Town Council carried out a major residents' survey which completed in January 2022, the results of which can be viewed on its website.

Residents Survey

The data contained in this survey is being continually assessed and has been used as a basis to formulate future plans for the Council's strategies, policies and procedures. All the Town Council's Standing Committees and Sub Committees are tasked to measure their aims and objectives to the final results of the survey.

The Council's six strategic aims can be summarised as:

- 1. Supporting a thriving town centre and encouraging tourism**
- 2. Protecting the town and its residents from the impact of environmental change**
- 3. Protecting Knareborough's heritage**
- 4. Improving open spaces and recreational facilities**
- 5. Working to improve community safety and lower fear of crime**
- 6. Sourcing additional funding to facilitate further improvements in the town**

These aims are what the Town Council is working towards as detailed further in the following Plan.

Knareborough in 2023:

Knareborough is a market town with a population of circa 16,000 located in the heart of North Yorkshire. The population increases during the summer months, as visitors come to the town and the surrounding area. Knareborough has a rich history, dating back to the Middle Ages and is mentioned in the Domesday Book. Its castle dates back to Norman times.

A thriving market is held every Wednesday in the market place, which is central to the town. An artisan market is held on the first Saturday of the month based in the larger area of the castle grounds. Both markets are well supported. As referenced by Visit Harrogate, there are many independent shops in Knareborough, based on a long high street, with countless side streets and courtyards each offering their own wide range of goods representing a fantastic taste of Yorkshire retail.

Knareborough has many pubs and restaurants offering food sourced from local produce together with delicious local ales. There is a great choice of accommodation in Knareborough - B&B's, Air B&B's and two hotels.

Knaresborough is a popular tourist destination with much to see. The castle and its grounds provide a fascinating insight into medieval castle life and the courtroom museum (which features a Tudor courtroom) reflects a colourful history of the town. The River Nidd runs through Knaresborough, with the nearby Nidd Gorge designated AONB status.

In terms of new housing there has been much expansion of the town in recent years mainly centred around two sites - Boroughbridge Road and York Road – encompassing a number of development sites. Circa 800 new homes have been built in the last five years. The town has a thriving retail park and developing industrial sites at Manse Lane and Hambleton Grove.

Knaresborough's railway station sits on the main York to Leeds route with trains running regularly in both directions throughout the day.

There are four primary schools in the town and one senior school which continues to be a 'Good' school as rated by Ofsted in January 2023. Knaresborough also has a specialist college for communication and interaction which supports the learning of pupils with an Education and Health Care Plan from Early Years to Year 11 (3 – 16 years old).

There are many sports clubs, children's play areas and leisure facilities throughout the town, with a new leisure centre with swimming pool and gym facilities that opened in December 2023.

Knaresborough has three GP surgeries, providing comprehensive primary care services.

There are many third sector organisations who contribute to the well being of the community and the town – Knaresborough Lions, Knaresborough Rotary, and Knaresborough Connectors providing volunteers to support many projects throughout the town.

The River Nidd has been prone to flooding in the past and although flood defences have been improved by North Yorkshire County Council working with the Environment Agency, particularly since 2015, the future of additional defences needs to be closely monitored. Various organisations are together working towards clean bathing water status for the River Nidd.

There are three allotment sites in the town, two of which are owned by the town council but managed independently by Allotment Associations.

An Overview of Knaresborough Town Council:

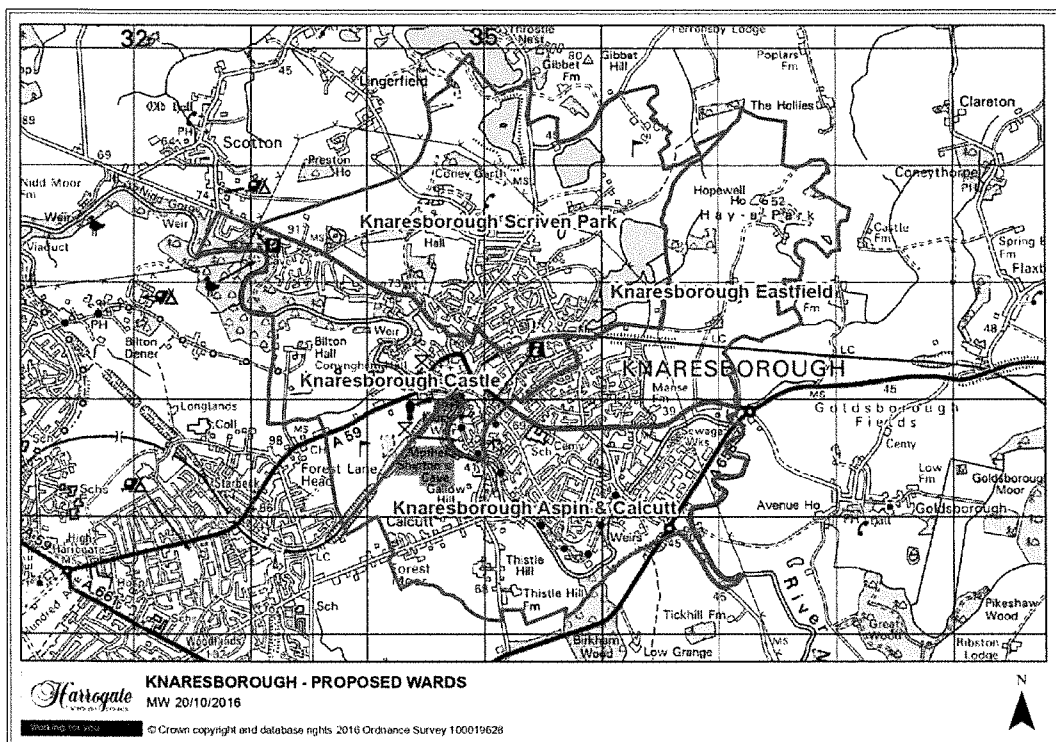
Parish and Town Councils are democratically elected local authorities with duties and privileges conferred by Act of Parliament.

Knaresborough Town Council is a local authority first tier statutory body with perpetual succession which came into being in 1974 as a successor to the former Knaresborough Urban District Council. It has resolved to be known as a Town Council, which carries the right to a Town Mayor instead of a Chairman. Although it is styled as a Town Council, it has the same right in law as a Parish Council.

The Town Council has sole responsibility for the services it provides; it formulates policies for action and decides how to raise and spend money on behalf of the local community. The Town Council is the tier of local government closest to the people and consists of individual councillors who contribute to the work of the whole Town Council.

Management Structure:

Knaresborough Town Council has 12 Councillors, operating in four Wards and has a Mayor and a Deputy Mayor.



Elections to Knaresborough Town Council are held every four years with the next being held in 2027; they are keenly contested by all major political parties as well as Independents.

The councillors appoint one of their number to serve as Mayor for a one-year term of office – chairing full council meetings and acting as the civic head representing the town throughout the area.

The Town Council is managed by two part time qualified staff – a Clerk/Responsible Financial Officer and Deputy Clerk. Council has recently engaged a Community Projects Officer.

Knaresborough Town Council is funded by its parish precept which forms part of the Council Tax. This income is used to fund community projects, to provide small grants to local community groups as well as running the council office.

The council is a statutory consultee on all planning applications in Knaresborough and through its planning committee reviews around 150 applications annually providing recommendations to North Yorkshire Council. Knaresborough has developed a Neighbourhood Plan which is currently preparing for Reg 16 consultation. The Plan was formulated over many months following wide and varied consultation with the community – physical questionnaire, drop in sessions, seminars etc

The town council holds foundation level accreditation under the Local Council Award Scheme.

What we don't do:

The town council has a broad range of powers to deliver for the community, but many council services are the responsibility of the principal authority, North Yorkshire Council. These include highways, car parking, education, household waste collection, planning and licensing (including enforcement), environmental health, libraries, the majority of open spaces, births, marriages and deaths, adult social care, council tax and business rates collection.

Town Council aims to work closely with the principal authority through the councillors elected by the town to North Yorkshire Council, both of which are currently also town councillors.

Strategic Vision, Aims and Objectives

1. Supporting a thriving town centre and encouraging tourism

Supporting the town centre means encouraging as many people as possible to shop local and support local businesses. We will continue to work in partnership with the Chamber of Trade and the Business Collective, with representatives on both bodies, to lead initiatives which aim to create footfall and entice new people into the town centre.

Town Council has been selected to put forward a Business Case to North Yorkshire Council to consider taking over operation of the Wednesday market under double

devolution. This should lead to a more local, hands on, approach in the operation of this weekly hub of activity.

Town Council continues to fund the Christmas lighting scheme and hosts the annual switch on of the lights which is an event greatly valued by the community and attracts visitors to the town centre.

Town Council has recently purchased a mobile stage with a view to hosting future events similar to the Jubilee and Coronation Events held in 2022/23.

We work in conjunction with the Royal British Legion and other community organisations to plan the Remembrance Sunday commemorations.

The annual Festival of Entertainment and Visual Arts during the summer months has historically been supported by town council grant funding and will continue to be supported as appropriate.

Tourism is high on the agenda and it is proposed to train volunteer tourism guides, potentially as the Mayor's guides, to provide walking tours of the town.

2. Protecting the town and its residents from the impact of environmental change

Town Council has established a climate emergency sub committee which is working hard on different projects to promote biodiversity throughout the town and to contribute to education on climate change.

Town Council has an Emergency Committee and works in close contact with North Yorkshire Council's own Emergency Response Team to deal with emergency situations in the town. Following major flooding of the River Nidd in 2015 it has worked closely with NYC and the Environment Agency to improve flood defences throughout the town.

3. Protecting Knaresborough's heritage

Town Council has a Castle sub committee which has already contributed significantly to the promotion of the castle and its grounds – castle lighting scheme, new interpretation boards and flags/flag poles. The group is now working towards celebrating the 900th anniversary of the castle in 2030 and also commemoration of the 255th Enclosure Act in 2025.

The castle is owned by the Duchy of Lancaster and is managed under lease by North Yorkshire Council. This lease is due for renewal in less than ten year's time and through the Castle sub committee, town council is working hard to ensure a pivotal role for town council when the lease is renewed.

Town Council has and continues to support the Knaresborough Museum Association in its development as complementary organisation to the NYC run museum in the town.

4. Improving open spaces and recreational facilities

Knareborough Town Councillors are trustees for the King George V Playing Field and are currently working with NYC officers in considering development of part of the area using commuted sums.

Town Council leases out the football pitch at the field to a local team and supervises maintenance of the pitch.

5. Working to improve community safety and engagement

Town Council has representation on many local community groups and will continue to offer advice/provide feed-back at source.

2023 has seen the town council develop stronger links with the local police and youth groups with particular emphasis on tackling anti-social behaviour.

6. Sourcing additional funding to facilitate further improvements in the town

Town Council has recently recruited a third member of staff – a Community Projects Officer – who will be responsible for liaison with community groups and sourcing funding for bigger projects such as the development of a park at King George V field, the 2030 Castle 900th celebrations and the 255th Enclosures Act commemoration in 2025.

Finance:

Risk Assessment:

The Town Council has a robust financial risk assessment in place.

The majority of the council's financial resource currently comes from the precept. However, with the opportunities which double devolution can bring, town council will look to generate additional income such as rents from weekly markets.

For 2023/2024 the Council set a precept of £158,991 and for 2024/2025 set a precept of £172,180. Due to an increased tax base for Knareborough this represents a rise in the Town Council's element of residents' Council Tax from £25.85 to £26.92 based on Band D properties.

Town Council's income for 2024/25, not including precept, is expected to be circa £16,000 and following reallocation of some Reserves the total budget sits at £257,150.

Reserves:

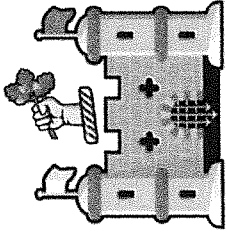
The Town Council adopts a risk-based approach to its level of reserves which are reviewed by Full Council at least annually.

Governance and Accountability

Monitoring the Business Plan:

The Business Plan will be monitored using the attached Action Plan which will be evaluated and updated regularly and will be examined twice yearly at the Annual Town Meeting in March and when setting the annual budget in November. Residents will be able to monitor progress through the town council's website with hard copies available on request from the Clerk's office.

Town Council has restructured its committees to aid alignment to the delivery of the plan. All councillors and staff will be aware of the plan and how their work is contributing to the council's strategic aims.



Knaresborough
Town Council

KNARESBOROUGH TOWN COUNCIL ACTION PLAN 2024 – 2027

This Action Plan gives a summary of the proposals which Knaresborough Town Council will develop and/or deliver. The document is a working document and is subject to alteration/amendment and will continue to inform the budget setting process.

The Action Plan will be formally reviewed annually.

Current Projects

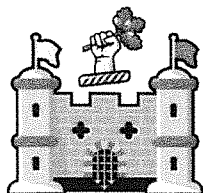
Project Number	Project Description	Action	Strategic Aim no:	Update
i	Work with new unitary authority to determine where KTC will sit	Sub committee set up and has met regularly	1	KTC selected to submit Business Case for operation of Wednesday market; discussions with NYC ongoing
ii	Liaise on Highways management with NYC	Strategic working group set up by NYCC with reps from KTC to meet regularly with Highways Division and County Councillors to discuss varying Knaresborough issues	1/2/4	Meetings held and ongoing
iii	Road Safety and Highways Improvements	Organise speed surveys and contribution to cost of VAS signage	1/4	Speed surveys completed. VAS signage purchased (NYC/KTC). Rotation to be monitored by KTC. VAS signs relocated February 2024.
iv	Consider and respond to consultations on current and future issues that specifically affect the parish	As described when presented	1 - 6	Parish Charter Consultation Jan – April 2023
v	Knaresborough Castle	Sub committee well established looking at continual improvements to many facets at the castle	1/3	New interpretation boards in situ November 2022 Meetings held with NYC to discuss future of castle and grounds Group is progressing how best to celebrate 900th year anniversary in 2030. Task and finish working group set up to commemorate/celebrate the 255 th Enclosures Act as a precursor to the 900 th anniversary; funding allocated in 2024-25 budget.
vi	Climate Emergency	Sub committee set up to research and implement possible initiatives to mitigate and adapt to climate change	2	Cttee regularly meets; responsible for KTC green grant. Project includes possible installation of solar panels and renewed insulation at Stockwell

Current Projects

	Community Engagement	Representation on outside bodies to offer help/assistance where appropriate.	1 - 6	Community Centre. SPF funding applied for. 2023 has seen the inclusion of quarterly meetings held in partnership with North Yorkshire Police, with one of KTC's councillors appointed as a member of the Police Independent Advisory Group for Harrogate and District. Members are considering a quarterly stall on Knaresborough market to help promote the town council and are looking at a twice yearly Newsletter. Recently acquired stage to be used at Community Day 20 April 2024.
vii	Knaresborough Wednesday Market	KTC selected to submit Business Case for operation of Wednesday market	1	Discussions started and ongoing
viii	Knaresborough Allotments	Allotments are self administered. KTC looks after the land and collects rental. Allotment Committee ensures smooth running.	4	
ix	Christmas Lights	Work towards improving the festive lights in the town	1	Contract due to be renewed June 2024
x	Christmas Light Switch on	Major event in town council calendar. Working Group liaise with Clerk to implement smooth running of annual event.	1	November 2022 successful event as measured by feed back from residents and businesses; 29 November is agreed date for 2024.
xi	Commutated Sums	Working group set up to investigate commuted sums available to ensure monies are not missed.	1 - 6	Presentation from HBC in autumn 2022 and new line of communication with set up with NYC Officers
xii	Grant Funding	As and when requested	1 - 6	Town Council allocated £20K in its budget for 2024/25
xiii	Communication	Continue to improve and update the town council's website and Facebook page and the use of social media in	1 - 6	Community Projects Officer to lead.

Current Projects

xiv	Tourism	<p>general. Improve residents' knowledge of Town Council role and responsibilities.</p> <p>Improve the tourist offer in the town by training volunteer guides as Mayor's guides offering walking tours.</p>	1,3	Budget allocation of £6K for 2024 – 25 for training and associated costs.
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Knaresborough

Town Council

SCHEME OF DELEGATION

1. Discharge of the Scheme

1.1 The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

1.2 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes.

1.3 Those with delegated responsibility are referred to by job title, Town Clerk (Proper Officer).

1.4 One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.

1.5 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

1.6 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. Principles of Delegation

2.1 Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a Committee or an Officer.
- A Committee may delegate its powers to an Officer
- The delegating body may exercise Powers that have been delegated.

2.2 Any delegation to a Committee or the Town Clerk (Proper Officer) shall be exercised in compliance with the Council's Standing Orders and any other policies or conditions imposed by the Council and within the law.

2.3 In case of reserved powers (see 6 below) in an emergency the Town Clerk is empowered to carry out functions of the Council.

2.4 Where officers are contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult the Members and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. Authority to Act

3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4. Conflicts of Interest

4.1 Under the Local Government Act 1972, section 117, the Town Clerk must make a formal declaration about council contracts in which they have a financial interest.

4.2 Where the Town Clerk has a conflict of interest in any matter, he/she/they shall not participate in that matter unless approved by the Council and this is formally recorded in the Council Minutes.

5. Delegation to the Town Clerk

5.1 In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).

5.2 Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.

5.3 The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage council staff in accordance with the Council's policies, procedures and budget.

5.4 The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.

5.5 Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.

5.6 Power to release press statements on any activities of the Council subject to prior consultation with the Chair.

5.7 Power to act on own initiative to implement the Council's policies and objectives.

5.8 Power to take appropriate steps to ensure the Council does not exceed its powers.

5.9 Power to manage all the Council's facilities and resources in accordance with the Council's policies.

5.10 In liaison and after conferring with the Chair, to make such civic arrangements as are necessary.

5.11 The Proper Officer shall have authority to nominate another named officer to carry out any powers and duties which have been delegated to that Officer.

5.12 The Proper Officer shall be responsible for signing all the Council's official notices as set out in Standing Orders.

5.13 As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

5.14 The Town Clerk, in consultation with Councillors, to make comment on planning applications submitted to Knaresborough Town Council by North Yorkshire Council within the statutory 21 day consultation period if the deadline is before the next Council meeting.

5.15 The Town Clerk shall be responsible for administering the Council's small grants scheme.

Delegation to the Responsible Financial Officer

5.15 The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

5.16 The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.

5.17 The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

6. Council Reserved Powers

6.1 The following matters are only to be resolved by Full Council:

- Appointment of the Town Clerk/Responsible Financial Officer
- To change and adopt the Standing Orders, Financial Regulations and this Scheme of Delegation.
- To approve and adopt the Business Plan
- To approve the annual budget following recommendation from Finance Committee
- To set the Precept
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)
- To make, amend, or revoke bylaws

- To borrow money
- To approve the statutory annual return
- To approve eligibility for the General Power of Competence
- To appoint the Mayor and Deputy Mayor
- To agree and/or amend the Terms of Reference for Standing Committees
- To adopt the schedule of meetings for the ensuing year

7. Delegation to Committees

The following Committees shall be standing committees of the Council and shall consist of such members as the Council shall from time to time determine:

- a) Planning Committee
- b) Finance and General Purposes Committee
- c) Staffing Committee
- d) Community Services & Environment Committee
- e) Projects and Events Committee

The functions of the committees shall be determined by their Terms of Reference

8. Sub Committees

Any committee may appoint a sub-committee if it believes it would be expedient to do under Standing order 4(a). Any powers delegated to a sub-committee shall be detailed at the time the sub-committee is formed by means of a minute detailing the sub committee's terms of reference, but such delegated powers must be agreed by the council.

9. Working Groups

Working groups may be formed by resolution of the council or committee at any time. The work of such a working group shall be formed by means of a minute detailing the working group's terms of reference.

Where working groups are established, they will be convened by their lead member and maintain their own notes which shall be reported in full to the main committee. They are advisory bodies only with no delegated decision-making powers. Officer(s) will attend by invitation only as ad hoc advisor(s).

10. Delegation – Limitation

Committees and sub committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations, the committee's Terms of Reference, this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, byelaws or orders made and with any directions given by the Council from time to time.

Clerk Report to: Knaresborough Town Council

Date: 18 March 2024

Subject: Internal Audit Report (Interim) – year ending 31 March 2024

Background: The Interim Internal Audit has been carried out and the auditor's report is attached. However, there are comments to make as follows:

Recommendation 1: That the RFO reviews the accounting statements and carry forward balances for the financial year ending 31 March 2023 and that any errors identified are restated as prior year comparative figures on the Accounting Statement for the financial year ending 31 March 2024.

Clerk's Comments:

Links Charity was seen as being non-Town Council, however, on reflection this money has been handed over to Council with a caveat that existing grant promises are honoured to specific organisations, but should time elapse (2025) and these organisations are not able to use the money as was originally intended, the Council has final say on where any remaining money should be spent as long as it is in the spirit of awarding to junior/youth activities. The Links Charity no longer exists. I believe I have correctly included this sum on the AGAR and will further discuss with the auditor.

Recommendation 2: That formal purchase orders be issued by the RFO where it is appropriate to do so which clearly details the authorisation from the council/committee minutes or Financial Regulations. Where the role is carried out by the Clerk/RFO and expenditure is incurred by the Clerk/RFO, the purchase order should be countersigned by another officer to ensure segregation of duties.

Clerk's Comments:

A request for the issue of a Formal Purchase Order number is extremely rare. The Clerk, The Deputy Clerk and two councillors already countersign supplier invoices, together with a copy of the online banking bill payment.

The new Scheme of Delegation will also address this point – Item 5.1 – Delegation to the Town Clerk – Item 5.13

Recommendation 3: That the council ceases the administration of the Mayors Charity until advice on Charitable Funds is obtained from the Local County Association. Further guidance is available in NALC Legal Topic Note 28.

Clerk's Comments:

The auditor has misunderstood the concept of the KTC bank account holding funds which the mayor (and previous mayors) has raised during the course of their mayoralities. (This is because we had to close our separate bank account which held these funds due to the introduction of business charges). We do not operate or

administer a 'mayoral charity fund' as described in the Governance and Accountability Practitioners Guide.

Recommendation 4: That the Financial Regulations and Internet Banking Policy be reviewed to ensure that there are no conflicts and that the council reviews the current controls surrounding bacs payments and considers dual authorisation and/or segregation of duties and that any changes be updated with the bank as required.

Clerk's Comments:

There is already a segregation of duties of officers in making electronic bank payments. (The council does not use BACS). One officer inputs and makes the payment to a given supplier and the other officer initials the invoice and the copy internet bank payment. In addition, two councillors check invoices against payments, initialling both documents, and a third councillor does a bank reconciliation.

Recommendation 5: That a list of direct debits and Standing Orders be drawn up identifying the supplier, payment details, payment frequency, payment date, variable or fixed payment and the amount.

Clerk's Comments: The

council

does not have any direct debits or standing orders in place.

Recommendation 6: That a list of regular payments be drawn up and approved by the council in compliance with the requirements set out in Financial Regulation 5.6

Clerk's Comments: Action here is addressed with new Scheme of Delegation.

Recommendation 7: That a contracts procurement timetable be drawn up identifying all fixed term contracts, supplier details, start date and end date of the contract, the annual payments and the total contract value, with a review date to allow the council adequate time to carry out the tendering process.

Clerk's Comments: We already have this system in place for our Christmas lights, Photocopier and Insurance and is set out in our office January – December to do list calendar.

Recommendation 8: That the Council reviews its business continuity risks in the absence of the Town Clerk/RFO and identifies controls/mitigation in place and any additional controls required. Consideration should be given to incorporating a risk matrix which can assist with identifying the priority of the risks following an assessment of the likelihood and impact of each risk identified. Further guidance on risk management is available

Clerk's Comments: The Council has a Risk Management Strategy. The office is currently working on a Business Continuity Strategy which will practically manage the risks as identified in the Management Strategy – e.g. access to keys/bank account details etc in the event of both the Clerk and Deputy Clerk being absent at the same time for an extended period.

Recommendation 9:

That a business continuity plan be developed as it can assist the council for business continuity purposes in the event of loss of key staff or fire/flood in the building. Further guidance and template document can be obtained from the Yorkshire Local County Association.

Clerk's Comments: As for Recommendation 8.

Recommendation 10:

That a review of the effectiveness of internal controls be carried out by the council prior to 31st March 2024 and the outcome and subsequent actions be formally reported to and recorded within the council minutes. Further guidance can be obtained from the Yorkshire Local County Association.

Clerk's Comments:

Reviewed annually at meeting prior to mayor making usually held in April.

Recommendation 11:

That the council ensures that the Town Mayor is aware of the obligations to inform HMRC of the lump sum payment of the Mayoral Allowance for tax purposes. RFO to obtain reasonable assurance on behalf of the council and relevant evidence to be retained for the council records.

Clerk's Comments: This advice is already included in the 'Mayoral Info' referring the Mayor to HMRC for advice. KTC has always made clear to incumbents that the responsibility for any tax liability lies with them. Mayor to keep detailed account of where the funds are used and receipts where possible.

Recommendation 12:

That future payments of the Chairman's allowance are paid in accordance with the PAYE scheme via the payroll provider and that the Financial Regulations be updated to include internal controls for the processing of the Mayors allowance.

Clerk's Comments;

As above. The allowance is designed to cover expenses incurred whilst carrying out mayoral duties – it is not a salary.

Recommendation 13:

That the council complies with the requirements of Financial Regulation 2.2 and that the minutes record the accounting period and bank account which the verification relates to.

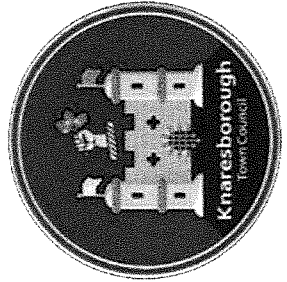
Clerk's Comments:

The council already has a system in place which complies with this Regulation and the Councillor responsible is separate to the two councillors who countersign invoices and electronic bank payments. New documents produced by the accounting software package now includes space for signatories and the Clerk and designated Councillor will make use of these from the start of the new financial year.

6.5.



Internal Audit Yorkshire
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Knaresborough Town Council

Internal Audit Report [Interim]

Financial Year Ending 31st March 2024

Date of Interim Visit: 05th December 2023

Date Report Issued: 07th December 2023

Prepared by: Internal Audit Yorkshire

Status: Draft

Internal Auditor: Ms Safia Kauser

Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

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Statement of Responsibility

1.1 Background

The Accounts and Audit Regulations 2015; 5 (1) require a relevant authority to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.' The Governance and Accountability Practitioners Guide is regarded as the 'non-statutory' guidance referred to within the above act. A copy of the guide is available from the National Association of Local Councils website. Smaller authorities in England must complete an Annual Return and an Annual Governance Statement to the public. The Annual Return must be submitted to the external auditor within the statutory deadline of 30 June.

1.2 Purpose of Internal Audit

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Internal auditing tests the continuing existence and adequacy of the authority's internal controls. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

1.3 Responsibility

The internal audit work was undertaken in accordance with the agreed scope of assignment and in accordance with the letter of engagement. The council as a corporate body is responsible for ensuring that council business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. This report and findings are based on the information that was made available during the course of the audit. The matters raised in this report should not be read as a comprehensive statement of all the weaknesses identified or all improvements to be made. Internal Audit work should not be relied upon to identify all circumstances of fraud and irregularity, should there be any. Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

1.4 Our Objectives & Programme of Work

Our work during the interim visit and the year-end visit will enable us to reach judgements on the internal control objectives in the Annual Internal Audit Report which forms part of the Councils Annual Governance and Accountability Return [AGAR]. The internal audit report should inform the authority's responses to Assertions 2 and 6 in the Annual Governance Statement that forms part of the Annual Governance and Accountability Return [AGAR]. This internal audit report should therefore be made available to support and inform members considering the authority's approval of the annual governance statement.

The Council

1.1 Town Council

Knaresborough Town Council is the first tier of local government and was formed in 1974 following the local government re-organisation. The principal authority for the area is North Yorkshire Unitary Council. The Town Council comprises of twelve members who are elected on a four-year term representing the wards of Aspin and Calcutt, Castle, Eastfield and Scriven Park. The recent elections were held in May 2022 and the majority of members are new councillors who had not previously served on the Town Council. The precept for the 2023/2024 financial year was £158,991. The councils administration team comprises of a part-time Town Clerk/Responsible Financial Officer who is supported by a part-time Deputy Clerk.

1.2 The council is responsible for two Allotment sites (at Stockwell Road and a field off Bilton Hall Drive) which are managed by an Allotments Association and has direct responsibility for the Annual Remembrance Day services event, Town Centre Christmas Lights and the Christmas Lights Switch on event. Other areas of responsibility include the submission of planning comments to the planning authority, awarding grant applications to local groups and ad-hoc projects. We are informed that North Yorkshire Unitary Council informed the council that it has been successful in its initial bid to take over the Wednesday Market and is being recommended for the next phase of submitting a business case for consideration. Knaresborough has been twinned with Bebra Town in Germany for over 40 years and the Town Council Chairman holds the civic office of Town Mayor.

Our Scope of Work During the Interim Visit

1.1 We covered the following areas during our interim visit in December 2023.

- Accounting Records
- Payment Controls [Standing Orders, Financial Regulations, Expenditure Testing & VAT]
- Risk Management
- **Budgetary Controls and Financial Health – to be reviewed at the year-end audit*
- Income Controls including the precept
- Petty Cash (Not applicable)
- Payroll Controls and Members Allowances
- **Asset and Investment Registers – to be reviewed at the year-end audit*
- Bank Reconciliations

1.2 We would like to thank the Town Clerk/Responsible Financial Officer Angela Pulman and the Deputy Clerk for all their help and assistance during the audit.

Internal Audit Findings and Recommendations

Accounting Records

Internal Control Objective: Appropriate accounting records have been kept properly throughout the year.

Aim: To provide assurance that the books of account have been properly kept throughout the year and that data input controls are accurate.

Internal Audit Testing	Compliance	Findings / Recommendations
Has the council appointed a Responsible Financial Officer (RFO)?	Yes	<p>The council need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. The Town Clerk (Proper Officer) holds the dual role of Responsible Financial Officer. This was confirmed in the contract of employment that was reviewed during the audit.</p>
Has the Responsible Financial Officer (RFO) determined a form of accounting and supporting records which have been maintained throughout the year?	Yes	<p>The cash book is the main focus for the day-to-day accounting and balancing off and reconciliation to the bank statement, and remains the most important control over the accounting system. The accounts are maintained on the Alpha Rialtas software which is a specialised accountancy software for Town and Parish Councils. The budget codes are allocated to separate costs centres. The software has the functionality to assist with VAT returns and year-end financial reporting. The primary and sole user of the accounts is the Town Clerk/RFO.</p> <p><u>Bank Accounts & Cashbooks</u> The council is operating with two bank accounts that are set up as separate cashbooks on the Rialtas System:</p> <ul style="list-style-type: none"> • Natwest Business Current Account (maximum of £5,000 balance with an automatic sweep system in place to transfer and top-up the money from the Natwest Reserve bank account) • Natwest Reserve Account <p><u>Charity Accounts</u> The Rialtas System has separate codes set-up for several charities. A discussion was held with the RFO in relation to the charitable funds as the guidance within the Governance and Accountability Practitioners Guide refers to charitable financial transactions that should not form part of the authority's accounts and therefore not be included in the figures at the financial year-end.</p> <ul style="list-style-type: none"> • Links Charity • King George V Field • Mayoral Charity Fund

<p>Do the accounting records contain entries from day to day of all sums of money received and expended by the council? Is the arithmetic correct?</p>	<p>Yes</p>	<p>The accounts were up to date and reconciled up to the end period of October 2023 at the time of our audit visit. A review of the cashbook transactions was carried out and a sample was checked for data input accuracy against the invoice and bank statement. No issues were identified from the sample selected for audit.</p>
<p>Do the previous year's annual return figures agree with the current year's opening balances in the cash book?</p>	<p>No - See comments</p>	<p>The councils closing balance recorded in box 7 of the AGAR accounting statement at the 31st March 2023 was £218,054. A copy of the accounting records were reviewed to verify that this figure had been correctly rolled over to the 01st April 2023. The opening balance on the system had recorded £223,094 identifying a discrepancy of £5,040. The Clerk explained that the figures had been manually adjusted and inserted into the AGAR to exclude the balances of:</p> <ul style="list-style-type: none"> • £4,535 – King George V Field • £6,000 – Links Charity • £504.08 – Mayoral Charity Fund <p>The figures provided above could not be worked back to the discrepancy identified. This was discussed with the Clerk/RFO during the audit who agreed to review the figures at the year-end and to restate these figures as the prior-year comparative figures and to provide an explanation to the external auditor. The Clerk/RFO has agreed to undertake the checks to ensure the balances and carry forward figure for the financial year-end 31st March 2024 are recorded correctly and can be worked back to the primary accounting records. Further testing in respect of the accounting figures will be carried out at the year-end audit visit.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RECOMMENDATION 1:</p> <p>That the RFO reviews the accounting statements and carry forward balances for the financial year ending 31st March 2023 and that any errors identified are restated as prior year comparative figures on the Accounting Statement for the financial year-ending 31st March 2024.</p> </div>

Payment Controls [Standing Orders – Financial Regulations – Expenditure Testing & VAT]

Internal Control Objective : This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Aim: To provide assurance that Standing Orders, Financial Regulations and Appropriate payment controls (payments supported by invoices, expenditure is approved, VAT is correctly accounted for) are in place and are followed

Internal Audit Testing	Compliance	Findings / Recommendations
Has the Council adopted the Standing Orders and are these in accordance with the latest NALC model?	Yes	The councils Standing Orders were reviewed and re-adopted at the Annual Council meeting held in May 2023 and are based on the latest NALC Model Standing Orders.
Has the Council adopted Financial Regulations and are these up to date with the latest NALC Model? And tailored to the Council?	Yes	The Financial Regulations were reviewed and re-adopted at the Annual Council meeting held in May 2023 and are based on the latest NALC Model Financial Regulations.
Are there procedures for formal tenders and quotes consistent with the Standing Orders and Financial Regulations?	Yes	The values for formal tenders exceeding £30,000 in accordance with the Public Contracts Regulations 2015 and as amended by Government on the 21 December 2022 (SI 2022/1390) have been updated in the Standing Orders and Financial Regulations.
Are all payments listed in the cashbook supported by invoices, authorised and minuted in accordance with the Financial Regs? Certification of an account stamp used?	Yes	<p>Authority to Spend & Payment Controls The authority to spend is set out in Financial Regulations 4.1. This is determined by:</p> <ul style="list-style-type: none"> ➤ the council for all items over £10,000; ➤ duly delegated committee of the council for items over £1000; or ➤ the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000. <p>Committees 2023/2024 The following committees were appointed at the annual council meeting in May:</p> <ol style="list-style-type: none"> 1) Planning 2) Projects & Events 3) Finance & General Purpose 4) Community Services & Environment 5) Staffing 6) Appeals

Committees Delegated Authority to Spend (Reviewed Against the Terms of Reference):

- 1) Planning – No delegated authority to incur expenditure
- 2) Projects & Events – Authority to incur expenditure on commissioning and/or purchase of goods and services beneficial to the staging of events and entertainment, Christmas Lighting Scheme
- 3) Finance & General Purpose – Authority to incur expenditure in accordance with the approved budget; awarding of grants restricted to a maximum of £5,000;
- 4) Community Services & Environment – No delegated authority to incur expenditure
- 5) Staffing – Authority to consider and implement pay awards
- 6) Appeals – Authority to incur expenditure in relation to specialist professional officers or advisers financed using an appropriate code of the town council budget as determined by the RFO

Purchase Orders

The council does not routinely issue purchase orders as per requirements of the Financial Regulations. This was discussed with the RFO during the audit. An approved purchase provides an adequate audit trail of ensuring that purchases are made in line with the councils Financial

RECOMMENDATION 2:

That formal purchase orders be issued by the RFO where it is appropriate to do so which clearly details the authorisation from the council/committee minutes or Financial Regulations. Where the role is carried out by the Clerk/RFO and expenditure is incurred by the Clerk/RFO, the purchase order should be countersigned by another officer to ensure segregation of duties.

Regulations and in accordance with the law and represent best value for money.

Instructions to make payments

The authorisation to give instructions to make payments is set out in Financial Regulation 5. In accordance with the regulations all payments with the exception of Standing Orders, direct debits and payments on contract are held back until the next council meeting. Schedules of approved payments are initialled and signed by the Chairman of the meeting and/or be disclosed within the minutes or attached to the minutes of the meeting that authorised the payments.

Summary of Findings

- The schedule of payments are presented to the full council meetings however payments are approved retrospectively. A list of the payments are disclosed within the minutes. Retrospective approval of payments does not allow members to challenge the invoices in the event that issues are identified with the goods and services.

<p>Is there a segregation of duties between writing cheques and/or setting up online payments and physical release of payments? Do the instructions for the payment of invoices comply with the Financial Regulations?</p>	<p>See comments</p>	<p>The schedule of payments is signed by two signatories and each individual invoice has a stamp which verifies the checks undertaken by a signatory</p> <ul style="list-style-type: none"> ➤ Invoices had an internet banking confirmation slip attached to verify the payment made ➤ Mayors Charity - The council is administering the Mayors Charity from the town council accounts. The council need to be mindful that any monies raised for the charity that exceed the £5,000 threshold requires a charitable organisation to register with the Charity Commission. There are laws in place that govern what a council can and cannot do in terms of charitable funds. Other options may be considered by the council which were discussed with the RFO during the visit. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RECOMMENDATION 3:</p> <p>That the council ceases the administration of the Mayors Charity until advice on Charitable Funds is obtained from the Local County Association. Further guidance is available in NALC Legal Topic Note 28.</p> </div>
<p>Is there a segregation of duties between writing cheques and/or setting up online payments and physical release of payments? Do the instructions for the payment of invoices comply with the Financial Regulations?</p>	<p>See comments</p>	<p>The authorisation of payments and the instructions for making payments to the supplier are two separate procedures which are identified in Financial Regulations 5 and 6. We found that although the council have a separate internal controls policy for bacs payments, the controls surrounding setting up a bacs payment and the authorisation to approve the transaction are not entirely clear. The policy includes other controls relating to the authorisation of payments which is conflicting with the authorisation controls in Financial Regulation 5. All payments are made via bank transfer. The Clerk/RFO and the Deputy Clerk are signatories to the accounts and have the authority to set-up a payment transaction and authorise the transaction. The authorisation of a transaction requires one signatory. The Clerk/RFO confirmed that whilst the council operates with five signatories, the councillors signatories do not authorise or approve online banking payments in real time. There are weaknesses in the current control systems as there is no dual process in place or segregation of duties, for example, whilst the council may delegate the bacs payments to Officers, the controls should not allow one individual officer to set-up and authorise a transaction. Consideration should be given to reviewing the policy, current controls and ensuring that the bank mandate changes are made to reflect the processes for setting up a transaction, authorising a transaction and the number of signatories required to approve a transaction. Consideration should be given to the threshold limits and a dual or triple approval procedure.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RECOMMENDATION 4:</p> <p>That the Financial Regulations and Internet Banking Policy be reviewed to ensure that there are no conflicts and that the council reviews the current controls surrounding bacs payments and considers dual authorisation and/or segregation of duties and that any changes be updated with the bank as required.</p> </div>

<p>Does the council have any direct debits or Standing Orders in place? Have these been reviewed in accordance with the Financial Regulations?</p>	<p>No</p>	<p>Financial Regulation 6.7 requires direct debit payments to be renewed every two years by a resolution of the council. A review of the minutes found that the council has not undertaken a review.</p> <p>RECOMMENDATION 5:</p> <p>That a list of direct debits and Standing Orders be drawn up identifying the supplier, payment details, payment frequency, payment date, variable or fixed payment and the amount.</p>
<p>Is there an authorised list of continuing contracts and obligations?</p>	<p>No</p>	<p>The councils Financial Regulations 5.5 set out the delegation in the specific circumstances for the RFO to have delegated authority to authorise the payment of items. Financial Regulation 5.5 refers to a list of continuing contracts and obligations authorised under Financial Regulation 6 provided that a list be submitted to the next appropriate meeting of the council. This was discussed with the RFO who confirmed that in accordance with Financial Regulation 5.6, there is currently no list that has been compiled or approved identifying the list of regular payments.</p> <p>RECOMMENDATION 6:</p> <p>That a list of regular payments be drawn up and approved by the council in compliance with the requirements set out in Financial Regulation 5.6.</p>
<p>Has the council complied with the quotations procedures for obtaining quotations and formal tender requirements?</p>	<p>Yes</p>	<p>The councils Financial Regulations require the Clerk or RFO to obtain 3 quotations (priced descriptions of the proposed supply);</p> <ul style="list-style-type: none"> ➤ where the value is less than £30,000 and below £3,000; ➤ and less than £3,000 above £100 to strive to obtain 3 estimates. Otherwise, Regulation 10.3 shall apply which requires best value for money to be secured. <p>Following a review of the payments, three transactions were selected for audit to test against the procurement thresholds.</p> <p>Christmas Lights Contract</p> <p>An annual payment in the region of £35,000 is paid for the storage, erection and dismantling of the Christmas lights. The procurement of the Christmas Lights Contract was discussed with the RFO and the general procurement timetable of fixed term contracts. The RFO confirmed that the contract was procured approximately four years ago and the total value of the contract would require the formal tender procedures to be implemented.</p>

RECOMMENDATION 7:

That a contracts procurement timetable be drawn up identifying all fixed term contracts, supplier details, start date and end date of the contract, the annual payments and the total contract value, with a review date to allow the council adequate time to carry out the tendering process.

Stage – Payment of £8,750

The purchase of a stage was approved by the Finance committee following a tendering exercise (minute reference 23/130).

Vehicle Activated Signage - £8,091 + VAT

It is noted that this was a joint project carried out with Harrogate Borough Council which received grant funding in the region of £5,000. The RFO has confirmed that a specification and business case was drawn up as part of the requirements in seeking permission from the Borough Council who was the highways authority and that a list of approved suppliers was provided by the Borough Council.

Is S137 separately recorded and within limits? Is S137 expenditure of direct benefit to electorate? Is S137 expenditure minuted?

No

The Town Clerk is not CILCA qualified and the Council does not meet the eligibility criteria to declare the General Power of Competence which is the power of first resort. A discussion was held with the Clerk/RFO regarding section 137 payments which are normally allocated to grant awards. The Clerk/RFO demonstrated during the audit that the council was within the S137 threshold. We would recommend that a separate schedule or list is drawn up to identify S137 payments for audit purposes.

Is VAT correctly recorded in the cashbook and linked to invoices?

Yes

A sample of payments were selected for audit and checks were undertaken to verify that the VAT recorded on the invoices were linked to the cashbook and VAT return for reclaim purposes. No issues were identified from the sample selected for audit.

VAT evidence, recording and reclaim?

Yes

VAT returns are submitted on a quarterly basis using the data from the Rialtas Alpha Software. At the time of our audit, the VAT returns were submitted for quarter 1 and quarter 2, period ending 30th September 2023. Evidence of the returns were reviewed during the audit.

Risk Management

Internal Control Objective: This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Aim: To obtain assurance that risk management arrangements are adequate to manage all identified risks.

Internal Audit Testing

Annual risk assessment carried out? Does this include all financial and non-financial risks? Have the assets been inspected for risk and H&S purposes and do inspection records exist? Is there appropriate monitoring in place? (Play areas, sports pitches, open spaces etc)

Compliance

See comments

Findings / Recommendations

Risks are uncertain events or conditions (not just financial) that if they occur, will affect the authority's ability to achieve its objectives. The authority generally, and members individually are responsible for risk management. Typical categories of risks include:

- financial – loss of money; ● security – fraud, theft, embezzlement;
- property – damage to property; ● legal – breaking the law or being sued;
- IT – failure of IT systems or misuse or data loss; and
- reputational – actions taken could harm the authority's public reputation.

Summary of Findings

- There is a separate Finance Risk Assessment which identifies all finance related risks. The register does not include a column which identifies any additional controls required. There does not appear to be any risks or management controls associated with the current procedures relating to online banking or management of finances on the Rialtas System and/or business continuity measures in the absence of the Clerk/RFO. The document was reviewed by full council at the meeting held on the 18th September 2023.
- A separate health and safety risk assessment is in place and was formally adopted by council. Specific event risk assessments are in place.
- The Risk Strategy identifies non-financial related risks and was formally reviewed at a full council meeting.

RECOMMENDATION 8:

That the council reviews its business continuity risks in the absence of the Town Clerk/RFO and identifies controls/mitigation in place and any additional controls required. Consideration should be given to incorporating a risk matrix which can assist with identifying the priority of the risks following an assessment of the likelihood and impact of each risk identified. Further guidance on risk management is available on page 44 of the Governance & Accountability Practitioners Guide, see link: <https://www.nalc.gov.uk/library/cour-work/jpag/3859-practitioners-guide-2023/file>

GDPR and back-up data? Is there a password list and business continuity plan?

No

GDPR Policies

The council has a GDPR policy in place for example the Privacy Statement. It is recommended that a further review of GDPR policies be carried out to ensure that the council is compliant with its obligations in respect of GDPR and has the necessary policies adopted. Further assistance and support may be provided by the Yorkshire Local County Association who may assist the council in carrying out a review of its GDPR policies.

Password List & Business Continuity

A password list is retained for use by the Clerk/RFO and the Deputy Clerk. There is no formal business continuity plan in place.

RECOMMENDATION 9:

That a business continuity plan be developed as it can assist the council for business continuity purposes in the event of loss of key staff or fire/flood in the building. Further guidance and template document can be obtained from the Yorkshire Local County Association.

Evidence of annual insurance review? Insurance cover appropriate and adequate?

Yes

The councils three year long-term agreement with the insurance company expires on the 31st March 2024. There is adequate cover in place for the main insurable risks which includes public liability, employers liability, legal expenses, fidelity guarantee (Employee dishonesty) and personal accident. A separate schedule of assets are insured. The Clerk/RFO has confirmed that the procurement of the insurance will be carried out prior to the renewal date.

Internal financial control checks documented and evidenced?

No

Regulation 6 of the Accounts and Audit Regulations 2015 requires the council to conduct each financial year a review of the effectiveness of the system of internal control. The review assists the council to respond to the Annual Governance Statement, Assertion two. The council does not appear to have any controls in place to carry out a review of the effectiveness of internal controls. The review should be undertaken at least annually and the outcome formally reported to council and any subsequent actions recorded in the council minutes. The councillors undertaking the review should not be a signatory to the accounts.

RECOMMENDATION 10:

That a review of the effectiveness of internal controls be carried out by the council prior to the 31st March 2024 and that the outcome and subsequent actions be formally reported to and recorded within the council minutes. Further guidance can be obtained from the Yorkshire Local County Association.

Budgetary Controls And Financial Health

Internal Control Objective: The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Aim: Verify the annual precept request is the result of a proper budget process, that budget progress has been regularly monitored and the Councils reserves are appropriate.

Internal Audit Testing	Compliance	Findings / Recommendations
*To be tested at the year-end audit.		

Income Controls Including The Precept

Internal Control Objective E: Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for

Aim: Obtain assurance that income controls are in place and operating effectively.

Internal Audit Testing	Compliance	Findings / Recommendations
Does the precept approved agree to the Council Tax authority's notification and has this been received and banked?	Yes	<ul style="list-style-type: none"> ➢ £158,991 precept agreed at full council 19/12/22 (minute reference 22/056) & verified against the precept request form ➢ £158,991 – received in two equal instalments of £79,495.50 (28/04/23 & 29/09/23)
Does the council receive any other income in addition to the precept? Is the income properly recorded and banked?	Yes	<p><u>Allotments Rent & Other Income</u></p> <ul style="list-style-type: none"> ➢ RFO has confirmed that £6,470 is received annually via the Allotments Association for two sites. £5,597 received year to date (as at 31st October 2023) (£3,750 24/08/23 & £1,847.88 18/10/23) ➢ £3,000 received from North Yorkshire council (06/07/23) & Bank Interest <p><u>Mayors Charity</u></p> <p>£500.00 – Paid in 22/06/23 & Moved to Earmarked Reserve. The council need to ensure that appropriate advice is obtained in relation to the administration of the Mayors Charity and that monies are deposited in a separate bank account following any requirements relating to the management/administration of the Charitable Funds.</p>
Has the council correctly invoiced for any sales and is the correct rate of VAT applied? (if applicable)	Not Applicable	The council is not VAT registered

Petty Cash Procedures

Internal Control Objective: Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for

Aim: Obtain assurance that petty cash controls are in place and operating effectively

Internal Audit Testing	Compliance	Findings / Recommendations
Does the Council manage petty cash and is it accounted for properly and included in the AGAR figures? Is all petty cash spent recorded and supported by VAT receipts?	Yes	Not applicable. The council does not operate with a petty cash float.

Payroll Controls & Members Allowances

Internal Control Objective: Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Aim: Obtain assurance that payroll costs are supported by employment contracts, expenditure is approved and PAYENIC is properly operated. Review Members Allowances to ensure PAYE and NI requirements are met.

Internal Audit Testing	Compliance	Findings / Recommendation
Is the payroll run-in house?	Yes	The payroll is managed by the RFO on the basic HMRC PAYE tools software. The RFO confirmed that the software is up to date.
Is there a contract of employment for the Clerk/RFO and all employed staff? Has the Council approved the salaries paid? Do the salary records correspond with the pay points agreed by the Council?	Yes	The council employs two part-time members of staff. Payroll testing was carried out for the month of September and the gross pay calculated corresponded to the agreed pay rates set out in the contract of employment and confirmatory letters that were appended to the contracts of employment setting out any variations to the agreed pay points. Salaries are reported to council as required by Financial Regulation 7.2
Is the Tax and NI contributions paid within the expected parameters to HMRC?	Yes	These are auto-calculated and deductions were made accordingly. Payments are made to HMRC.
Are pension obligations met as part of the auto-enrolment process? Criteria £10k salary p.a	Yes	Employees are enrolled into the Local Government North Yorkshire Pension Fund. The RFO confirmed that contributions for employee and employer are made in accordance with the scheme requirements which are reviewed every three years. It is noted that the council have adopted a Pension Policy that was available on the website, see link: KTC Pensions Policy.pdf (knaresboroughtowncouncil.gov.uk)

Are allowances paid to members and paid via the payroll and/or other arrangements?
 *Ensure appropriate procedures are in place & of any deduction for liability
 * In accordance with the Local Government Act 1972 (s.15) a council can pay its Chairman a reasonable allowance to meet the expenses of the Chairman's office

See Findings

Councillors do not receive any allowances.

Chairmans Expenses / Mayors Allowance

£5,000 annual budget available to meet the Mayors Expenses. This is split into several expense codes:

- £500.00 budget – assigned to Civic Regalia
- £500.00 budget – Mayors Charitable fund (payment and donations for attending civic/charity events)
- £600.00 budget – Mayoral Bebra Visit (annual civic visit to the Twinned town in Germany)
- £1,400 budget – Mayor Making

Mayoral Allowance

£2,000 – Mayors allowance budget is available. The RFO confirmed that following a request from the Mayor, a lump sum of money is paid. At the time of the audit visit £600.00 was paid on the 19/07/23. The Chairman/Mayor holds an office for tax purposes and therefore any round-sum allowances paid to are subject to PAYE. The council should ensure that the Mayor who is in receipt of round-sum allowances must be set up in a PAYE scheme. A discussion was held with the RFO regarding the payment of the lump sum and ensuring that future payments are processed via payroll.

RECOMMENDATION 11:

That the council ensures that the Town Mayor is aware of the obligations to inform HMRC of the lump sum payment of the Mayoral Allowance for tax purposes. RFO to obtain reasonable assurance on behalf of the council and relevant evidence to be retained for the councils records.

RECOMMENDATION 12:

That future payments of the Chairman's allowance is paid in accordance with the PAYE scheme via the payroll provider and that the Financial Regulations be updated to include internal controls for the processing of the Mayors allowance.

Periodic Bank Reconciliations

Objective: Periodic and year-end bank account reconciliations were properly carried out.

Aim: To provide assurance that bank reconciliations were carried out on a regular basis and reported to Council.

Internal Audit Testing	Compliance	Findings / Recommendations
Is there a bank reconciliation for each account? Reconciliation carried out on receipt of statement?	Yes	The RFO reconciles the accounts on a monthly basis. Bank reconciliations are routinely reconciled and evidence was reviewed during the audit
Are bank reconciliations reported to council and committee? Are these independently signed off by members and recorded in the minutes?	No	<p>Financial Regulation 2.2 requires, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] to be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.</p> <p>A review of the Full Council and Finance & General Purposes committee confirmed that reconciliation reports are not independently signed off in compliance with Financial Regulation 2.2.</p>
Any unexpected balancing entries in any reconciliation? Sample test one month.	No	<p>RECOMMENDATION 13:</p> <p>That the council complies with the requirements of Financial Regulation 2.2 and that the minutes record the accounting period and bank account which the verification relates to.</p> <p>Testing was undertaken for the current account for the period of September and no unexpected entries were identified. The latest bank balances (verified against the original statements) were noted:</p> <ul style="list-style-type: none"> 1) Natwest Current Account – £5,000 (31/10/23) 2) Natwest Business Reserve - £314,977.42 (31/10/23) <p><i>*It is noted that these accounts include monies on behalf of third parties. (£4,150 Links Charity; £4,535 King George V Field; £4.08 Mayoral Charity – as referred to from the Earmarked Reserves report dated 05/12/23)</i></p>
Bank Reconciliation to the 31 March?	N/A	To be reviewed at the year-end audit.

Recommendations Action Plan (Attached)

Knarborough Town Council - Recommendations Action Plan

Internal Audit Year Ending 31st March 2024

No	Recommendation	Page Number	Responsibility	Timescale
1	That the RFO reviews the accounting statements and carry forward balances for the financial year ending 31 st March 2023 and that any errors identified are restated as prior year comparative figures on the Accounting Statement for the financial year-ending 31 st March 2024	5		
2	That formal purchase orders be issued by the RFO where it is appropriate to do so which clearly details the authorisation from the council/committee minutes or Financial Regulations. Where the role is carried out by the Clerk/RFO and expenditure is incurred by the Clerk/RFO, the purchase order should be countersigned by another officer to ensure segregation of duties.	7		
3	That the council ceases the administration of the Mayors Charity until advice on Charitable Funds is obtained from the Local County Association. Further guidance is available in NALC Legal Topic Note 28.	8		
4	That the Financial Regulations and Internet Banking Policy be reviewed to ensure that there are no conflicts and that the council reviews the current controls surrounding bacs payments and considers dual authorisation and/or segregation of duties and that any changes be updated with the bank as required.	8		
5	That a list of direct debits and Standing Orders be drawn up identifying the supplier, payment details, payment frequency, payment date, variable or fixed payment and the amount.	9		
6	That a list of regular payments be drawn up and approved by the council in compliance with the requirements set out in Financial Regulation 5.6.	9		
7	That a contracts procurement timetable be drawn up identifying all fixed term contracts, supplier details, start date and end date of the contract, the annual payments and the total contract value, with a review date to allow the council adequate time to carry out the tendering process.	10		

8	<p>That the council reviews its business continuity risks in the absence of the Town Clerk/RFO and identifies controls/mitigation in place and any additional controls required. Consideration should be given to incorporating a risk matrix which can assist with identifying the priority of the risks following an assessment of the likelihood and impact of each risk identified. Further guidance on risk management is available on page 44 of the Governance & Accountability Practitioners Guide, see link: https://www.nalc.gov.uk/library/our-work/ipag/3859-practitioners-guide-2023/file</p>	11		
9	<p>That a business continuity plan be developed as it can assist the council for business continuity purposes in the event of loss of key staff or fire/flood in the building. Further guidance and template document can be obtained from the Yorkshire Local County Association.</p>	12		
10	<p>That a review of the effectiveness of internal controls be carried out by the council prior to the 31st March 2024 and that the outcome and subsequent actions be formally reported to and recorded within the council minutes. Further guidance can be obtained from the Yorkshire Local County Association.</p>	12		
11	<p>That the council ensures that the Town Mayor is aware of the obligations to inform HMRC of the lump sum payment of the Mayoral Allowance for tax purposes. RFO to obtain reasonable assurance on behalf of the council and relevant evidence to be retained for the councils records.</p>	15		
12	<p>That future payments of the Chairman's allowance is paid in accordance with the PAYE scheme via the payroll provider and that the Financial Regulations be updated to include internal controls for the processing of the Mayors allowance.</p>	15		
13	<p>That the council complies with the requirements of Financial Regulation 2.2 and that the minutes record the accounting period and bank account which the verification relates to.</p>	16		

-----End of Report -----

Clerk Report to: Knaresborough Town Council

Date: 18 March 2024

Subject: Internal Audit Report (Interim) – year ending 31 March 2024

Background: The Interim Internal Audit has been carried out and the auditor's report is attached. However, there are comments to make as follows:

Recommendation 1: That the RFO reviews the accounting statements and carry forward balances for the financial year ending 31 March 2023 and that any errors identified are restated as prior year comparative figures on the Accounting Statement for the financial year ending 31 March 2024.

Clerk's Comments:

Links Charity was seen as being non-Town Council, however, on reflection this money has been handed over to Council with a caveat that existing grant promises are honoured to specific organisations, but should time elapse (2025) and these organisations are not able to use the money as was originally intended, the Council has final say on where any remaining money should be spent as long as it is in the spirit of awarding to junior/youth activities. The Links Charity no longer exists. I believe I have correctly included this sum on the AGAR and will further discuss with the auditor.

Recommendation 2: That formal purchase orders be issued by the RFO where it is appropriate to do so which clearly details the authorisation from the council/committee minutes or Financial Regulations. Where the role is carried out by the Clerk/RFO and expenditure is incurred by the Clerk/RFO, the purchase order should be countersigned by another officer to ensure segregation of duties.

Clerk's Comments:

A request for the issue of a Formal Purchase Order number is extremely rare. The Clerk, The Deputy Clerk and two councillors already countersign supplier invoices, together with a copy of the online banking bill payment.

The new Scheme of Delegation will also address this point – Item 5.1 – Delegation to the Town Clerk – Item 5.13

Recommendation 3: That the council ceases the administration of the Mayors Charity until advice on Charitable Funds is obtained from the Local County Association. Further guidance is available in NALC Legal Topic Note 28.

Clerk's Comments:

The auditor has misunderstood the concept of the KTC bank account holding funds which the mayor (and previous mayors) has raised during the course of their mayoralities. (This is because we had to close our separate bank account which held these funds due to the introduction of business charges). We do not operate or

administer a 'mayoral charity fund' as described in the Governance and Accountability Practitioners Guide.

Recommendation 4: That the Financial Regulations and Internet Banking Policy be reviewed to ensure that there are no conflicts and that the council reviews the current controls surrounding bacs payments and considers dual authorisation and/or segregation of duties and that any changes be updated with the bank as required.

Clerk's Comments:

There is already a segregation of duties of officers in making electronic bank payments. (The council does not use BACS). One officer inputs and makes the payment to a given supplier and the other officer initials the invoice and the copy internet bank payment. In addition, two councillors check invoices against payments, initialling both documents, and a third councillor does a bank reconciliation.

Recommendation 5: That a list of direct debits and Standing Orders be drawn up identifying the supplier, payment details, payment frequency, payment date, variable or fixed payment and the amount.

Clerk's Comments:

The council does not have any direct debits or standing orders in place.

Recommendation 6: That a list of regular payments be drawn up and approved by the council in compliance with the requirements set out in Financial Regulation 5.6

Clerk's Comments: Action here is addressed with new Scheme of Delegation.

Recommendation 7: That a contracts procurement timetable be drawn up identifying all fixed term contracts, supplier details, start date and end date of the contract, the annual payments and the total contract value, with a review date to allow the council adequate time to carry out the tendering process.

Clerk's Comments: We already have this system in place for our Christmas lights, Photocopier and Insurance and is set out in the office January – December to do list calendar.

Recommendation 8: That the Council reviews its business continuity risks in the absence of the Town Clerk/RFO and identifies controls/mitigation in place and any additional controls required. Consideration should be given to incorporating a risk matrix which can assist with identifying the priority of the risks following an assessment of the likelihood and impact of each risk identified. Further guidance on risk management is available

Clerk's Comments: The Council has a Risk Management Strategy. The office is currently working on a Business Continuity Strategy which will practically manage the risks as identified in the Management Strategy – e.g. access to keys/bank account details etc in the event of both the Clerk and Deputy Clerk being absent at the same time for an extended period.

Recommendation 9:

That a business continuity plan be developed as it can assist the council for business continuity purposes in the event of loss of key staff or fire/flood in the building. Further guidance and template document can be obtained from the Yorkshire Local County Association.

Clerk's Comments: As for Recommendation 8.

Recommendation 10:

That a review of the effectiveness of internal controls be carried out by the council prior to 31st March 2024 and the outcome and subsequent actions be formally reported to and recorded within the council minutes. Further guidance can be obtained from the Yorkshire Local County Association.

Clerk's Comments:

Reviewed annually at meeting prior to mayor making usually held in April.

Recommendation 11:

That the council ensures that the Town Mayor is aware of the obligations to inform HMRC of the lump sum payment of the Mayoral Allowance for tax purposes. RFO to obtain reasonable assurance on behalf of the council and relevant evidence to be retained for the council records.

Clerk's Comments: This advice is already included in the 'Mayoral Info' referring the Mayor to HMRC for advice. KTC has always made clear to incumbents that the responsibility for any tax liability lies with them. Mayor to keep detailed account of where the funds are used and receipts where possible.

Recommendation 12:

That future payments of the Chairman's allowance are paid in accordance with the PAYE scheme via the payroll provider and that the Financial Regulations be updated to include internal controls for the processing of the Mayors allowance.

Clerk's Comments;

As above. The allowance is designed to cover expenses incurred whilst carrying out mayoral duties – it is not a salary.

Recommendation 13:

That the council complies with the requirements of Financial Regulation 2.2 and that the minutes record the accounting period and bank account which the verification relates to.

Clerk's Comments:

The council already has a system in place which complies with this Regulation and the Councillor responsible is separate to the two councillors who countersign invoices and electronic bank payments. New documents produced by the accounting software package now includes space for signatories and the Clerk and designated Councillor will make use of these from the start of the new financial year.

MAYORAL POINTS January 2024

	Liberal Democrats	Conservatives	Green	Labour	Independent (R Aspin)	Total Points
Total Points at 5 May 2022	-9	63	-88	124	31	121
Deduct 120 points for having the right to nominate the Mayor 2022/23 (K Davies – Conservative)		-120				
Sub Total	-9	-57	-88	124	31	
01 January 2023 allocate 10 points per serving councillor	+80	+20	+20	-	-	
Total points at 01 January 2023	71	-37	-68	124	31	121
Deduct 120 points for having the right to nominate the Mayor 2023/24 (H Gostlow - Lib Dems)	-120					
Sub Total	-49	-37	-68	124	31	
01 January 2024 allocate 10 points per serving councillor	+80	+20	+20	-	-	
Total points at 01 January 2024	31	-17	-48	124	31	121

Points system adds 10 points for each Councillor on 01 January each year (except in election year when points are added post election) 120 points are deducted each year for having had the right to nominate a Mayor. The Party with the most points is able to nominate a Mayor

8.1

MINUTES OF THE MEETING OF
KNARESBOROUGH TOWN COUNCIL PLANNING COMMITTEE
Held at Knaresborough House
on Monday 08 January 2024

PRESENT: Chair: Councillor J Batt

Councillors: D Goode, H Westmancoat (substitute)

Staff Present: The Clerk and Deputy Clerk

Absent: S Oakes

Late Arrivals: None **Early Departures:** None

23/062 ITEM 1 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillors K Davies and M Longhurst. Councillor H Westmancoat attended as a substitute for Councillor Longhurst.

23/063 ITEM 2 - To receive declarations of disclosable pecuniary interest (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

Councillor J Batt	Items 3, 7 and 8 - non pecuniary interest; is a member, secretary and chair of the Conservative club. Will express an opinion and will stay in the Chamber but will abstain from the vote.
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The Clerk informed Members that whilst she has no vote in any meeting, for Item 6 of the planning applications, as the property is very close to where she lives, it would be prudent for her to leave the meeting for the discussion and decision surrounding that planning application.

23/064 ITEM 3 – KTC Public Speaking Session

None for this meeting

23/065 ITEM 4 - To consider and if thought fit, **approve** as a correct record, the Minutes of the Committee Meeting held on:

4.1 Monday 04 December 2023

RESOLVED: That the minutes of the planning committee meeting held on Monday 04 December 2023 be approved as a correct record and signed by the Chair.

23/066 ITEM 5 - To consider the following Planning Applications relating to Knaresborough and make such observations as may be appropriate:

The Chair moved to take application numbers as detailed below in 3, 7 and 8 first and Councillor D Goode took the Chair for these items.

Ref No:	Details of Application:	Comments:
1	<u>ZC23/04481/FUL</u> First floor rear extension, construction of roof terrace and front and rear window alterations. 22 Abbey Road HG5 8HY	No objections
2	<u>ZC23/04499/TPO</u> Works to 2 no trees within mixed woodland of TPO 25/2002 W1. T1 (sycamore) – lateral reduction by up to 2.5m maximum pruning cuts of 50mm to the red line shown in the submitted photo, selective pruning to remove crossing and rubbing branches marked with red arrow on the submitted photo, to reduce the overhand into this small rear garden, there's very little distance between the trees and the property. T2(beech) – lateral reduction by up to 4m maximum pruning cuts of 50mm to the red line shown in the submitted photo, to reduce the overhang into these small rear gardens, there's very little distance between trees and the property. Tree is in next doors garden no: 18 21 Chadwick Park HG5 8QD	No objections KTC requests that all works are carried out outside the nesting season for birds
3	<u>ZC23/04412/ADV</u> Replacement of existing non illuminated gable and hanging signs to no 3. Replacement of non illuminated hanging sign and illuminated lettering to nos 5 – 7. Provision of 1 no new non illuminated hanging sign to no 9. Newton House Hotel, 5 – 7 York Place HG5 0AD	KTC has no objections in principle to the illuminated signs but does have some concerns around walls that have been painted and whether planning permission was ever sought for this. If not, some conditions should be added in to address this. We are aware there may be hazardous materials, particularly in number 3 York Place; if planning permission is given then a hazardous material report is requested before any work takes place in number 3.
4	<u>ZC23/04487/FUL</u> Two storey side extension. Single storey rear extension. Detached single garage – revised scheme. 2 Holly Court HG5 0DE	No Objections KTC asks that a check is made for Swifts and Bats and conditions set accordingly

5	<u>ZC23/04368/FUL</u>	Proposed extension and partial conversion of existing garage to create residential annexe. Bilton Hall Farm HG1 4DW	No objection KTC notes the recommendations of the North Yorkshire Council - Local Highway Authority and requests these are Conditioned in the event that this application is approved.
6	<u>ZC23/03419/FUL</u>	Raise part of existing dwellings ridge by 1m so as to create additional living space and erection of a single storey front and rear extensions and 2 no dormer to front. 16 Woodpark Drive HG5 9DN	KTC objects to this application. This bungalow is part of a group of bungalows. KTC believes that the proposed alterations will be out of character and have a detrimental effect on the street scene. KTC does not feel that this re-design ameliorates the Objections raised in November 2023 or addresses our concerns or those of local residents.
7	<u>ZC23/04304/FUL</u>	Proposed subdivision of building to provide a reduced area of accommodation for existing Conservative Club and a further unit for a community use (F2) including replacement of windows to rear and side elevations. Knaresborough Conservative Club HG5 0AD	KTC has no objections in principle to the illuminated signs but does have some concerns around walls that have been painted and whether planning permission was ever sought for this. If not, some conditions should be added in to address this and an inspection should take place before any further work is undertaken. We are aware there may be hazardous materials, particularly in number 3 York Place; if planning permission is given then a hazardous material report is requested before any work takes place in number 3.
8	<u>ZC23/04305/LB</u>	Listed building application for the subdivision of Knaresborough Conservative Club into two units including closure of openings to ground floor and replacement of rear and side windows. Knaresborough Conservative Club HG5 0AD	KTC has no objections in principle to the illuminated signs but does have some concerns around walls that have been painted and whether planning permission was ever sought for this. If not, some conditions should be added in to address this and an inspection should take place before any further work is undertaken. We are aware there may be hazardous materials, particularly in number 3 York Place; if planning

			permission is given then a hazardous material report is requested before any work takes place in number 3.
9	<u>ZC23/04446/FUL</u>	Garage Extension, 2 Whitsundale Close HG5 0HX	KTC has no objections but would ask for a bat survey to be carried out
10	<u>ZC23/04445/FUL</u>	Proposed single storey rear extension, removal of existing garage and replaced with new attached garage. Proposed first floor front extension and new driveway with access. Gateways, Knaresborough	KTC has no objections
11	<u>ZC23/03900/FUL</u>	Demolition of existing house; construction of a two-bedroom single storey replacement dwelling with garden studio and terrace. 41B Abbey Road HG5 8HY	<p>KTC objects to this application</p> <p>The proposed building is overbearing and may destabilise the bankside which is an infill of previous quarrying. The PROW is narrow and appears not suitable for the storage of building materials and development taking place so close to it may give the impression that there is no Right of Way and discourage its legitimate use.</p> <p>Neighbours have raised concerns that there has been no consultation and one neighbour, who owns the private road has indicated that they would not permit its use by contractors or the storage of building materials or other appurtenances related to building.</p> <p>The development would cause disturbance to wild life and conservation in the area.</p> <p>Whereas KTC supports the use of heat pumps, their use should not be to the detriment of the peace and wellbeing of other residents.</p> <p>If NYC is minded to give permission KTC would ask that it is only granted on the basis that all of the concerns highlighted by NYC Highways are stipulated in the planning application consent.</p>
12	<u>ZC23/04526/FUL</u>	Demolition of existing single storey lean to and erection of single	KTC has no objections

		storey side extension in its place with dual pitched roof. Demolition of existing garage and erection of new double garage. Victoria Lodge, Forest Moor Road HG5 8JY	
13	ZC23/04385/ CLOPUD	Dormer to rear of property 46 Littondale Avenue HG5 0BU	KTC has no objections. However the plans as presented are incorrect, the location is number showing 48 not number 46.

23/066 **ITEM 6 – To note** the date and time for the next meeting

Monday 05 February 2024, 12 noon at Knaresborough House

Meeting closed at 12.35 p.m.

Signed by the Chair:
Councillor John Batt:

**MINUTES OF THE MEETING OF
KNARESBOROUGH TOWN COUNCIL PLANNING COMMITTEE
held at Knaresborough House
on Monday 05 February 2024**

PRESENT: Chair: Councillor J Batt

Councillors: D Goode, M Longhurst, and S Oakes

Staff Present: The Clerk and Deputy Clerk

Late Arrivals: None **Early Departures:** None

23/067 ITEM 1 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillor K Davies.

23/068 ITEM 2 - To receive declarations of disclosable pecuniary interest (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

None for this meeting

23/069 ITEM 3 – KTC Public Speaking Session

None for this meeting

23/070 ITEM 4 - To consider and if thought fit, **approve** as a correct record, the Minutes of the Committee Meeting held on:

4.1 Monday 08 January 2024

RESOLVED: That the minutes of the planning committee meeting held on Monday 08 January 2024 be approved as a correct record and signed by the Chair.

23/071 ITEM 5 - To consider the following **Planning Applications** relating to Knaresborough and make such observations as may be appropriate:

Ref No:	Details of Application:	Comments:
1	<u>ZC24/00090/FUL</u> Two storey side extension. 3 Farfield Avenue, HG5 8HB	No objection
2	<u>ZC23/04161/FUL</u> The installation of new antenna support poles to support 3 no. new and 3 no	No objection

		replacement antenna, ancillary radio equipment, 1 no. equipment cabinet and upgrades to existing equipment cabinets at ground level, and ancillary development thereto. O2 Telecommunications Mast Telephone Exchange Park Row.	
3	<u>ZC24/00146/DVCON</u>	Deletion of Condition 4 of Application Reference Number: 89/01693/FUL to allow use as a public bar or restaurant for the consumption of food and /or drink. Newton House Hotel 5-7 York Place Knaresborough North Yorkshire HG5 0AD	KTC does not object to or support this application but wishes to make comments or seek safeguards as set out below: Consideration should be given to restriction of waste and recycling collection to sociable hours and if a designated smoking area is to be provided it should be at rear of the property. Mitigating actions should be taken to avoid disruption and noise nuisance to neighbouring properties.
4	<u>ZC23/02433/LB</u>	Replacement of 5 windows in private courtyard to rear at 30 Cheapside. 30 Cheapside, Knaresborough HG5 8AX	No objection

23/072 ITEM 6 - To consider the Proposed Amendment No 53 Order 2024 – Orchard Close, Knaresborough

RESOLVED: That KTC write to NYC in support of the Proposed Amendment no: 53 Order 2024.

23/073 ITEM 7 - To note the date and time for the next meeting:

Monday 04 March 2024, 12 noon at Knaresborough House

Meeting closed at 12.25 p.m.

**Signed by the Chair:
Councillor John Batt:**

MINUTES OF THE MEETING OF
KNARESBOROUGH TOWN COUNCIL PLANNING COMMITTEE
held at Knaresborough House
on Monday 04 March 2024

PRESENT: **Chair:** Councillor J Batt

Councillors: H Gostlow, M Longhurst, and S Oakes

Staff Present: The Clerk and Deputy Clerk

Late Arrivals: None **Early Departures:** None

Also Present: A member of the public

24/074 ITEM 1 - To receive **Apologies and consider approval** of the reasons for inability to attend the meeting.

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillors D Goode and K Davies.

Councillor Gostlow attended as substitute for Councillor Goode.

24/075 ITEM 2 - To receive declarations of **disclosable pecuniary interest** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

Councillor J Batt	Item 5 – ZC24/00510/LB – has historic connections with Network Rail.
Councillor H Gostlow	Is a member of Civic Society who have already commented on several of the applications. Is a member of NYC Area Planning Committee and will take part in debate but not vote on applications which could be placed before that Area Committee.
Councillor S Oakes	Is a member of Civic Society who have already commented on several of the applications.

The Clerk informed Members that whilst she has no vote in any meeting relating to ITEM 5 – application no ZC24/00434/FUL, as the property is very close to where she lives, it would be prudent for her to leave the meeting for the discussion and decision surrounding that planning application

24/076 ITEM 3 – KTC Public Speaking Session

The applicant attended the meeting to speak in favour of the development at Stockwell Road - Item 5 – ZC24/00288/FUL.

The Mayor moved to take Item 5 – ZC24/00288/FUL and members were able to ask questions and debate. It was agreed to request an extension for response to this Parish Council Notification to allow members to conduct a site visit.

24/077 **ITEM 4 - To consider** and if thought fit, **approve** as a correct record, the Minutes of the Committee Meeting held on:

4.1 Monday 04 February 2024

RESOLVED: That the minutes of the planning committee meeting held on Monday 05 February 2024 be approved as a correct record and signed by the Chair.

24/078 **ITEM 5 - To consider** the following **Planning Applications** relating to Knaresborough and make such observations as may be appropriate:

Ref No:	Details of Application:	Comments:
1	<u>ZC24/00105/FUL</u> Change of use from Agricultural building to single dwelling for owners main/sole residence. Land and Buildings South of South Ings, Forest Moor Road.	No objections
2	<u>ZC23/04606/FUL</u> Proposed single storey extensions to front and rear, formation of roof terrace and additional 3 x car parking spaces. Thistle Hill Nursing Home, Thistle Hill, HG5 8LS.	No objections, but KTC would encourage any methods to be put in place to target the energy efficient performance certificate A rating.
3	<u>ZC24/00312/FUL</u> Demolition of existing bay window and erection of single storey rear extension. The Croft, Forest Moor Road, HG5 8JY	No objections
4	<u>ZC24/00397/FUL</u> Modifications to detached garage to create residential annex. Tall Trees, 4 Abbey Court, Abbey Road, HG5 8HX.	No objections
5	<u>ZC23/04599/FUL</u> Demolition of conservatory. Erection of single storey side extension to connect dwelling to garage and outbuildings. Alterations to fenestration and installation of solar panels. Healthwaite, Forest Moor Road, HG5 8JP.	No objections
6	<u>ZC24/00288/FUL</u> Demolition of existing dwelling; Alterations to land levels; Erection of building 8 new apartments (6 x 2 bed and 2 x 1 bed) with parking and landscaping. 13 Stockwell Road, HG5 0JY	As above – deferred pending site visit
7	<u>ZC24/00434/FUL</u> Raise part of existing dwelling ridge by 1.3m to create additional living space with cat-slide dormer to front and single storey and rear extensions. 16 Woodpark Drive, HG5 9DN.	KTC objects to this application and believes that the proposed alterations will be out of character with a detrimental effect on the

			Street scene. KTC does not feel that this resubmission ameliorates the objections put forward in October 2023 and January 2024 nor does it address the concerns of the local residents.
8	<u>ZC24/00424/LB</u>	Intrusive investigations and strip out modern wall panelling, fixtures, and fittings. The Hermitage, 10 Waterside, HG5 9AZ.	No objections but KTC would like to know what remedial action will be taken in the event the applicant decides not to proceed when the planned works have been completed.
9	<u>ZC24/00241/LB</u>	Replacement of 4 windows with double glazed units. Rigid insulation of existing roof structure at rafter level. Alterations to 2 chimney breasts, opening up to create new fireplace. 43 Bond End, HG5 9AU	No objections
10	<u>ZC24/00510/LB</u>	Removal of existing railway signal and gantry and replacement with modern railway signal. Knaresborough Railway Station, Station Road, HG5 9AA.	No objections but KTC would ask that Network Rail consult with Friends of Knaresborough Station or the Civic Society regarding any future use of the signal box after removal. KTC is pleased to note that a planning application has been submitted on this occasion and would appreciate that any future alterations are also subject to a planning application.
11	<u>ZC24/00553/FU</u>	Loft conversion, two storey rear extension, front porch extension, removal of existing garage. Replacement garage and study, extension of the front driveway to create a car parking area. Installation of 1.8m high electric gate. 45 Wetherby Road, HG5 8LH.	KTC objects to this application. The 1.8M electric gate is out of keeping with the area and would spoil the Street scene. If NYC is minded to approve this application KTC would request that the drive be styled from porous resin bound materials.
12	<u>ZC24/00399/FUL</u>	Demolition of 2 outbuildings and erection of two storey rear extension, replacement of existing flat roof dormers to front roof slope, alterations and installation of raised terrace, external steps and balustrade (revised scheme). Riversdale, 21 Waterside, HG5 8DE.	KTC objects to this application. Development will cause unacceptable issues of privacy for the neighbours and will create a wall which will reduce light for the neighbours. The denser planning in the new application will not be helpful.

24/079 **ITEM 6 - To note** the date and time for the next meeting:

Monday 08 April 2024, 12 noon at Knaresborough House

Meeting closed at 12.55 p.m.

**Signed by the Chair:
Councillor John Batt:**



**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
STAFFING COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 05 February 2024**

PRESENT: **Chair:** Councillor H Gostlow (Vice Chair)
Councillors: Longhurst, Pickard and Westmancoat.
Staff Present: The Clerk and Deputy Clerk
Late Arrivals: M Longhurst **Early Departures:** None

24/015 **ITEM 1 - To receive apologies and consider approval of inability to attend the meeting**

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillor K Davies and Councillor D Goode.

Cllr Longhurst joined the meeting 10:05

24/016 **ITEM 2- Councillors' Disclosure of an Interest**

None for this meeting

24/017 **ITEM 3 - KTC Public Speaking Session**

None for this meeting

24/018 **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the held on:**

4.1 Thursday 11 January 2024

RESOLVED: That the minutes of the staffing committee meeting held on Thursday 11 January 2024 be approved as a correct record and signed by the Chair.

24/019 **ITEM 5 - To appoint a named councillor to have responsibility for regular liaison with the Clerk on all staffing matters including arranging and leading on the annual appraisal for the Clerk (following recommendation from YLCA at Whole Council Training on 18 January 2024)**

RESOLVED: That Councillors H Westmancoat and D Goode are appointed as liaison and deputy liaison councillors respectively and that they will manage the whole appraisal process.

FURTHER RESOLVED: That the appraisal meeting is set for 19 February at 10.00 a.m.

24/020 **ITEM 6 - To consider prioritisation of work/projects for the new Member of staff starting in March**

RESOLVED: That the Clerk be given delegated authority to manage and prioritise the work and training of the new Programmes Officer with the emphasis being on improved communication between council, residents, and other organisations. The committee would like to see a proposed plan from the new officer regarding what can be achieved and how.

Members compiled a list of projects and events that they believed would fit with the new role and the Clerk agreed to discuss all the ideas; the Clerk asked that council members liaise with her in the first instance whilst the new employee was settling in.

24/021 **ITEM 7 - To note additional hours worked by staff to be paid in February payroll (verbal report from Clerk).**

RESOLVED: That the additional hours accrued by both the Clerk and Deputy Clerk from May 23 to Feb 24 be paid in the next payroll period.

24/022 **ITEM 8 - To consider putting together a range of tasks that would fall under the remit of a 'Town Ranger' service as discussed at the November meeting**

Members discussed potential tasks throughout the town which would fall under the remit of a Town Ranger Service and/or volunteers.

Meeting closed at: 11:55 a.m

**Signed by the Vice Chair:
Councillor H Gostlow**

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
STAFFING COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Thursday 11 January 2024**

PRESENT: **Chair:** Councillor D Goode

Councillors: Batt, Gostlow, Longhurst, Pickard and Westmancoat.

Staff Present: The Clerk and Deputy Clerk

Late Arrivals: None **Early Departures:** None

24/009 **Item 1 - To receive apologies and consider approval of inability to attend the meeting**

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillor K Davies.
Councillor Batt attended as a substitute for Councillor Davies.

24/010 **ITEM 2– Councillors’ Disclosure of an Interest**

None for this meeting.

24/011 **ITEM 3 - KTC Public Speaking Session**

None for this meeting

24/012 **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the held on:**

4.1 Thursday 09 November 2023

RESOLVED: That the minutes of the staffing committee meeting held on Thursday 09 November 2023 be approved as a correct record and signed by the Chair

24/013 **ITEM 5 – Confidential session**

In view of the confidential nature of the business to be transacted re **ITEM 6** pertaining to recruitment, the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public and press.

RESOLVED: As above

24/014 **ITEM 6 – To consider** the next stage in progressing Town Council's plan to engage a third member of administrative staff including:

- i) Agree short list of applicants
- ii) Agree interview date and interview format
- iii) Agree interview panel with substitute
- iv) Finalise interview questions

RESOLVED: That all applicants be invited for interview. That the interview date is set for Friday 19 January and with format agreed. The interview panel to consist of 3 councillors, Councillors Batt, Goode and Pickard (with Councillor Westmancoat as substitute) and the panel be given delegated authority to make the final candidate selection if appropriate. The interview questions (as held on file) were agreed.

Committee came out of confidential session and the meeting closed.

Meeting closed at: 10:40a.m.

**Signed by the Chair:
Councillor D Goode**

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
PROJECTS AND EVENTS COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Tuesday 20 February 2024**

PRESENT: **Chair:** Councillor J Pickard

Councillors: M Flood, H Gostlow, K Lacey, M Walker
and H Westmancoat

Staff Present: The Clerk and Deputy Clerk

Also Present: A member of the public

Late Arrivals: K Lacey 7.30 p.m. **Early Departures:** None

23/011 **ITEM 1 - To receive Apologies and consider approval of the reasons for inability to attend the meeting**

RESOLVED: To receive Apologies and approve the reasons for inability to attend the meeting from Councillor S Oakes.

23/012 **ITEM 2 – receive declarations of disclosable pecuniary interests (not previously declared) on any matters of business and to consider any written requests for dispensation**

Councillor H Gostlow	Item 6.1 – does work with Knaresborough Connectors
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23/013 **ITEM 3 – ITEM 5 - KTC Public Speaking Session**

None for this meeting

23/014 **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Projects and Events Committee Meeting held on:**

4.1 Tuesday 18 July 2023

RESOLVED: That the minutes of the Projects and Events committee meeting held on Tuesday 18 July 2023 be approved as a correct record and signed by the Chair.

23/015 ITEM 5 - Business Remaining

5.1 To elect a Vice-Chair for the Committee (deferred from 18 July meeting)

RESOLVED: That Councillor M Flood be elected as Vice Chair for the Committee.

23/016 ITEM 6 - Correspondence

6.1 To consider email from Knaresborough Connectors inviting town council to take a stand at the Community Festival on 20th April 2024.

RESOLVED: That KTC will take part in the Community Festival on 20th April 2024.

FURTHER RESOLVED: That the event will be used to launch the stage as a presence for KTC.

FURTHER RESOLVED: That the Chair of the Committee will strive to obtain three quotes to take as a Recommendation to full council on 18 March relating to KTC branding of the stage.

6.2 To consider email from Regulatory Compliance, North Yorkshire Council and **agree format** and associated costs for Remembrance in Knaresborough 2024.

RESOLVED: That KTC will engage a traffic management company for the purposes of implementing road closure on Remembrance Sunday and will liaise with Regulatory Compliance at NYC regarding appropriate procedures/documentation for the day.

Councillor Lacey arrived at this point – 7.30 p.m.

23/017 ITEM 7 - Reports from Full Council, Sub-Committees and Working Groups

7.1 To receive and note the minutes from the 255th Enclosures Act Commemoration Task and Finish Group on 10 October 2023, 27 October 2023, 5 December 2023 and 29 January 2024 and consider next steps in organising a commemorative day on 13 August 2025, to include a celebration of Knaresborough Forest Park and a play about the castle yard riot.

RESOLVED: To receive and note the minutes from the 255th Enclosures Act Commemoration Task and Finish Group as detailed above.

7.2 To receive verbal update from D-Day Task and Finish working group and consider next steps.

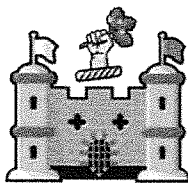
The Clerk referred members to the D Day document guide which had been sent out to all Councillors previously and which contains several ideas for events in celebration of the D Day 80 anniversary. These include using the Town Crier, beacon lighting, and celebrating national 'fish and chip' day. Members also discussed the possibility of purchasing bunting. Councillors Flood, Gostlow, Lacey and Walker volunteered to join the Task and Finish Working Group.

7.3 To formally agree the date of the next Bright Friday event as Friday 29th November 2024

RESOLVED: That Friday 29th November 2024 will be the date for KTC's next Bright Friday event.

Meeting closed at: 8.20 p.m.

**Signed by the Chair
Councillor J Pickard**



Knaresborough

Town Council

NOTICE OF MOTION TO COUNCIL

AGENDA ITEM	9.1	AGENDA DATE	18-03-24
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Title of Motion	"This Council 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.'
Proposed by	Margy Longhurst
Seconded by (If possible at time of submission)	Hannah Gostlow
Detailed background including any financial implications (provided by the proposer)	<p>Required outcome.</p> <ol style="list-style-type: none"> 1 Promote our town to new visitors and residents and support our local economy. 2 Improve the visitor experience when they get here. E.g. regular free tours on Market Day and Saturdays. Meeting and greeting coaches with maps and goody bag? 3 Provide core support for special events and celebrations: e.g. Knaresborough Forest, Castle, FEVA. Civic Society Day 4 Promote tourism as a career by accreditation and work experience. <p>Desirable outcome</p> <ul style="list-style-type: none"> • The programme to be accredited by the Institute of Tourist Guiding. This would be a White Badge, Level 2 programme. • Provide a qualification for candidates wishing to offer tours for individuals or groups of visitors on a voluntary basis but also to allow them to develop their own income-based tours. <p>Practicalities:</p> <ul style="list-style-type: none"> • White Badge training course requires a minimum of 8 candidates entailing:

- Minimum 20 hours contact time with students plus a one day communications workshop. This should be made up of
 - Minimum 10 hours Knowledge lectures
 - Minimum 10 hours Practical Guiding Skills Training
- A substantial amount of self-study hours should also be included (2-3 hours per week)
- Written and Practical examinations.

Timescale:

- Advertising course/interviewing/accreditation approval September- December 2024.
- Start of course January 2025. One day a week for 14 weeks
- April 2025 Examination.
- Exam results June 2025
- Graduation July 2025

Predicted Budget (estimated figures subject to revision)

Pre-course Delivery Costs	
Programme development by Course Director	640
Institute of Tourist Guiding Accreditation Fee	440
Trainee registration (£89/Student) Based on 8-10 Students (Min £890)	890
Open Day	200
Interview Day/Room Hire	200
Marketing for applicants	80
	2450
Course Delivery	
Induction Day	320
Admin and Overseeing of the Study Programme (provided by Margy Longhurst and Admin Support Clerk)	0
Lecturer Expenses (5 @ £120)	600
Practical Training Sessions (9 session @ £220)	1980
Model Tour (provided by Margy Longhurst)	0
Room hires	500
Printing of Lecture Material	50
	3450
Communications Workshop (1 day)	800
Exam Room Hire	100
Miscellaneous /Contingency	200
	1100
Total Outline Costs	7000

75% 2024-25	25% 2025-26	

Sarah Cowling: Love Yorkshire Training.
Dec 2023

Additional Background (provided by the Proper Officer) if appropriate

Town Council have supported Cllr Longhurst in her endeavours to improve the tourism offering in the town on previous occasions and this is a next step. Town Council were minded to set aside a budget line for such a project, prior to full details being known.

This project fits in with the aims of the North Yorkshire Tourism strategy to engage a more professional approach to improve the visitor economy.

Financial implications (anticipated by the Proper Officer)

The financial implications are as set out above with the additional cost of officer time. Whilst mention has been made of a potential new officer Council must bear in mind that this position may not have been filled.

Please note that the programme development will be undertaken by Sarah Cowling.

There is a risk that those undertaking the course may not use it, but there will be an interview process and clear guidance given to try to reduce this risk.

Legal implications (comment by the Proper Officer)

Financial regulations state Council strive to get 3 quotes for services. In discussion with Cllr Longhurst it was recognised that Sarah Cowling is, in her opinion, the only suitable candidate to undertake the necessary work because she is the only candidate to hold the appropriate qualification in this area.

LGA 1972 S144 refers to encouraging tourism.

Proposer must complete all points in Blue. Clerk or Deputy Clerk to complete points in Black.

Creating a Pool of Professionally Trained Tourist Guides for the town.

Overview

Required outcome.

- 1 Promote our town to new visitors and support our local economy. Guided tours will create an attraction in the town to give visitors a reason to book on and visit. The tours will not only illustrate the history and past events, but also give attendees ideas of further activities, restaurants, etc in the town.
- 2 A Meet and Greet offering for coach drivers will encourage tour companies to include Knaresborough on their itineraries, thus bringing visitors to the town, prolonging dwell time and encouraging spend within the town.
- 3 Provide core of volunteer guides to support our museums, market days, special events and celebrations: e.g., Knaresborough Forest 2025, Knaresborough Castle 900th Anniversary, FEVA. Civic Society Day.
- 4 The tours also offer locals the opportunity to learn more about their locality and environment. There is a lot of research to show that walking tours can encourage emotional engagement with a person's surroundings. Learning about one's immediate surroundings can enable people feel more connected to an area and have stringer feelings of attachment.
- 5 Promote tourism as a career by accreditation and work experience.

Desirable outcome

- The programme to be accredited by the Institute of Tourist Guiding. This would be a White Badge, Level 2 programme.
- Provide a qualification for candidates wishing to offer tours for individuals or groups of visitors.

Practicalities:

1. A White Badge training course requires a minimum of 8 candidates entailing:
 - Minimum 20 hours contact time with students plus a one-day communications workshop. This should be made up of
 - Minimum 10 hours Knowledge lectures
 - Minimum 10 hours Practical Guiding Skills Training
 - A substantial amount of self-study hours should also be included (2-3 hours per week)
 - 1 written and 1 practical examinations.
2. Total Cost: approx. up £7000
3. Timescale:
 - Advertising course/interviewing/accreditation approval/ training /examination/graduation September 2024 – June 2025

Responsibility, Input and resource

1. Trainer – Sarah Cowling (*MITG* born and raised in Knaresborough) of ‘Love Yorkshire Training’.
2. Admin Support – new clerk
3. Examiner – Jenny Denton (*MITG*)
4. Course Director- Cllr. Margy Longhurst (*MITG*) Liaising with Town Council and Sub committees, local organisations over lecturing expertise, marketing, venues etc. e.g.:
 - History Society/Civic Society
 - Castle Courtyard Museum /Knaresborough Museum Association
 - Connectors

FURTHER RESOLVED: That the Climate Change Emergency sub committee's spending plans for awarding Council's £5K 'green' grant budget be routed through the Community and Environment Committee and copied to the Finance and General Purposes Committee.

23/114 ITEM 9 - Motions from Members

9.1 Councillor K Davies

For KTC **to consider** the following statement: "In my opinion, the due diligence process regarding the grant for Knaresborough Connectors of £3000 in February this year was not properly carried out according to best governance practice".

See above

9.2 Councillor M Longhurst (seconded Cllr H Gostlow)

For KTC **to consider** the following: "This Council agrees to support further developments in Knaresborough to Improve facilities for tourists and promote the town as a tourism destination".

Councillor Longhurst explained the rationale behind her motion.

RESOLVED: That KTC agrees to support further developments in Knaresborough to improve facilities for tourists and promote the town as a tourism destination and delegates this matter to the Community Services and Environment Committee for further discussion and next steps.

22/115 ITEM 10 - Information Exchange

- Councillor Good informed members that he had received the Emergency Response Document from North Yorkshire's Emergency Planning Manager – Harrogate Division and at the first meeting of the Emergency Response sub committee they will look to update the response plan.
- Councillor Davies informed members that there is a new police inspector in Knaresborough – Inspector Holly Nicholls. Councillor Davies will keep members informed about future liaison meetings.
- Councillor Westmancoat informed members that there will be a castle sub committee meeting on Friday 23 June at 2.00 p.m. at the castle when a member of North Yorkshire's Destination management team will be present.
- Councillor Gostlow mentioned that St John's Primary School young leaders' group are looking at how a youth council might be set up and would really appreciate feedback from town councillors. They are holding an event

Line 89 – VAS signs - £5000 to consider purchase of further VAS signs to expand the scheme in the future.

Line 90 - Road Closure Management – moved to Events.

Line 91 – Conyngham Hall improvements – move unspent £10,000 from 2023/2024 budget to Ear Marked Reserves

Line 92 – Community stage - £1500 to consider additional features to the recently bought stage.

Lines 93 – 95 – remove

Line 96 – Castle Interpretation board for 2030 – remains unchanged at £500

Lines 97 – 99 – remove

New Line 100 – contingency funding – remains unchanged as presented at £3000

New Line 101 - Green Energy Project – remains unchanged as presented at £1500

New Line 102 – King George V field – reduced from £5000 to £1000. Grant from outside sources to be researched when applicable

New Line 103 – Town Twinning – Continued development of KTC's relationship with Bebra and also the new relationship with Volodymyr.

New Line 104 – Tourist Guide – this is a new initiative to facilitate the introduction and training of a pool of tourist guides who are professionally accredited.

Total Projects: £26,500

New Line 107 – Election Costs – KTC has not historically been charged for elections; this will change under NYC, particularly for any stand-alone bi-elections. £10,000 for 2024/25 to begin an election fund for the future.

Total Election Costs: £10,000

Total Costs: £257,150

It was proposed and seconded that the budget as detailed above, and presented in the attached sheets, be accepted.

RESOLVED: To accept the budget for 2024/2025 at a total cost of £257,150.

This will be presented to full council at the December meeting as a basis on which to determine the precept for 2024/2025.

6.4 To consider giving the Clerk delegated authority to acquire a bank card (either debit or pre-payment) to facilitate online payments on behalf of the Council.

RESOLVED: That the Clerk be given delegated authority to acquire a bank card (either debit or pre-payment).

office@knaresboroughtowncouncil.gov.uk

From: Hannah Gostlow <hannah.gostlow@knaresboroughtowncouncil.gov.uk>
Sent: 22 February 2024 13:51
To: Angela Pulman
Cc: Helen Westmancoat
Subject: Motion for KTC - 18 March

Hi Angela,

Apologies again for not being able to put this motion into our KTC template. I have cc'd Helen as she is happy to second the following:

**Motion from Cllr. Hannah Gostlow
Seconded by Cllr. Helen Westmancoat**

“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.”

For further information, I feel the relevant stakeholders would include; KTC councillors, Charlotte Beattie (NYC Highways Engineer), Ronnie Woods (PCSO), and Helen Dennis (Community Centre Manager).

This matter has been raised by both PCSO Ronnie Woods and the Community Centre Committee as a concern, and follows a site visit to Stockwell Place & Stockwell Avenue by PCSO Ronnie Woods, Charlotte Beattie, and Cllr. Hannah Gostlow.

I hope this is enough information.

Best wishes,

Hannah