

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

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11 November 2025

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

Dear Councillors:

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

Monday 17 November 2025

7:00pm

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

A Pulman
Clerk of the Council

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

COUNCIL AGENDA – Monday 17 November 2025

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*.

Representatives from Knaresborough and District Chamber re NYC Community Wealth Building programme

3a North Yorkshire Councillors to give verbal updating report on unitary authority matters.

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

4.1 Monday 15 September 2025 (ca)

5. Business Remaining – none for this meeting

6. Reports/Information from the Clerk

6.1 To consider the advised amendments to the NYC Commuted sums mapping for King George V field as discussed with the KTC Commuted sums working group. (ca)

6.2 To consider a request from the Clerk to receive payment for a proportion of the time in lieu built up over recent months as there has been no opportunity to take time off.

6.3 To consider staffing requirements specifically related to the Wednesday Market and **decide** next steps to be taken (awaiting information from NYC at time of print).

6.4 To consider the 6-month financial position and agree the budget to inform the precept request for 2026/27. (Budget sent to councillors via separate email).

6.5 To consider the KTC office making appropriate arrangements to open a separate KTC bank account to service the Market.

7. Correspondence

7.1 To consider the email from NYC Parish Liaison re Electric Vehicle Charging Infrastructure Programmes. *(ca)*

7.2 To consider the grant request from 1st Knaresborough (Castle) Scout Group for funding towards replacement fire doors. (This request missed the Finance meeting due to a delay beyond the groups control, and they have asked Council if it would make an exception). *(ca)*

7.3 To consider the request for permission to proceed with the installation of a borehole at the Jubilee allotment site following the allotment committee's successful national lottery grant application.

8. Reports from Committees and Working Groups

8.1 To Receive and note the minutes of the KTC Planning Committee meetings held on 6 October, 21 October and 3 November 2025 (draft). *(Please see website for details)*

8.2 To Receive and note the minutes of the Projects, Community and Environment Committee meeting held on 6 October 2025 (draft). *(ca)*

8.3 To Receive and note the minutes of the Finance and General Purposes Committee meeting held on 20 October 2025 (draft). *(ca)*

8.4 To receive and note the minutes of the Staffing Committee meeting held on 29 September 2025 (draft). *(ca)*

8.5 To receive the latest Mayor of Knaresborough's Tour Guide monthly record and **note** that the Tour Guides will be representing KTC at this years Christmas Tree Festival held at the Church of St John the Baptist. *(ca)*

9. 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.

4.1

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 15 September 2025

PRESENT: **Chair:** The Mayor – Councillor Helen Westmancoat

Councillors: A Bell, J Batt, K Davies, D Goode,
 H Gostlow, K Lacey, M Longhurst, S Oakes,
 M Walker and J Pickard

Staff Present: The Clerk and the Deputy Clerk

Absent: Councillor M Flood

Also Present: **Representatives** from All Britain Fleadh 2028

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

25/237 ITEM 1 – To receive apologies and consider approval of inability to attend the meeting:

None for this meeting

25/238 ITEM 2 – Councillors' Disclosure of an Interest

None for this meeting

25/239 ITEM 3 - KTC Public Speaking Session

Three representatives from the All Britain Fleadh 2028 (fleadh cheoil – annual Irish arts festival) attended the meeting and briefly outlined the origins of the group and spoke about the Festival which they are hoping to bring to Knaresborough at the end of June 2028.

Members were supportive of welcoming the Festival in 2028 and asked for an agenda item to be included on a future Projects, Community & Environment (PCE) Committee meeting to formalise council's support.

3a North Yorkshire Councillors to give verbal updating report on unitary authority matters.

Councillor Gostlow:

- Councillor Gostlow informed Members that North Yorkshire Council (NYC) is pulling together several reports including: Section 19 Flooding, Cycling, The

'Big Freeze' and is also reviewing strategies for private parking and toilet provision. Anyone wishing to have input into the toilet strategy review should speak with Councillor Gostlow.

- She confirmed that the next Area Committee meeting is scheduled for Thursday 25th September; the Mayor of York and North Yorkshire will be attending and the agenda is very Knaresborough centric.

Councillor Walker:

- Councillor Walker referred to ongoing work on various streets throughout the town on gullies and drains.
He also mentioned that waste recycling/black bins/blue bags still appear to be an issue for many residents.
He asked Members to keep him informed if they were aware of any specific examples relating to either drains/gullies or bins.

25/240 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meeting held on:

4.1 Monday 16 June 2025

RESOLVED: That the Minutes of the meeting held on Monday, 16 June 2025 be approved as a correct record and signed by the Chair.

25/241 ITEM 5 - Business Remaining

None for this meeting.

25/432 ITEM 6 – Reports/Information from the Clerk

6.1 To consider a schedule of meetings from December 2025 to the end of the Civic Year (with some amendments/additions to the current schedule).

RESOLVED: To accept the schedule of meetings from December 2025 to the end of the Civic Year with some amendments/additions to the current schedule, including provision for a Markets Committee.

6.2 To review and adopt the following policies:

a) IT and Cybersecurity Policy

Members discussed the Policy and proposed the following amendments:

Point 8 – 'strong password' - to specify 9 character password made up of Upper and Lower Case Letters, Numbers and Symbols.

Point 9 – ‘when working remotely’ - to add wording stating specifically that if using the system outside of the UK the Clerk should be informed.

RESOLVED: That, following the inclusion of the amendments as detailed above, the IT and Cybersecurity Policy be adopted as presented.

b) Asset Register and Disposal Policy

RESOLVED: To adopt the Asset Register and Disposal Policy as presented.

6.3 To receive and note the updated Strategic Priorities 2024 – 2027 document

RESOLVED: To Receive and Note the updated Strategic Priorities 2024 – 2027 document.

25/243 – ITEM 7 – Correspondence

7.1 To consider KTC's participation in the 'Knaresborough Events – Mayoral High Street Fund' bid and **to decide:**

a) Does KTC want to participate in the joint bid?

RESOLVED: That KTC participates in the joint bid – 'Knaresborough Events – Mayoral High Street Fund'.

b) If yes, KTC to nominate the Community Projects Officer and a named Councillor to join the Steering Group should the bid be successful

RESOLVED: That The Community Projects Officer and Councillor Pickard join the Steering Group should the bid be successful.

7.2 To consider the NYC Report entitled 'Review of Winter Weather Event – January 2025' and **decide** on comments/next steps if required

Members discussed and it was

RESOLVED: That in order to gain an understanding of any potential gaps, KTC writes to NYC asking for details of Knaresborough's gritting programme for this winter. NYC response to be referred to PCE Committee for next steps.

7.3 To consider a response to the enquiry regarding a request to make Knaresborough a designated smoke control area

Members discussed and it was

RESOLVED: That KTC writes back to the resident informing them that North Yorkshire Council, as the principal authority, has the statutory responsibility for designating smoke controlled areas.

(Letter to also make mention of the pollution monitoring which is regularly undertaken at Bond End which is an Air Quality Management Area)

7.4 To consider the NYC draft priorities report for Knaresborough's Local Cycling and Walking Infrastructure plan and **decide** on comments/next steps.

Members discussed and put forward points to be included in a letter to NYC.

RESOLVED: That KTC writes to NYC expressing significant disappointment with the level of programme development specifically relating to Knaresborough priorities.

7.5 To consider and respond to the suggestion from a member of the Mayoral High Streets Fund Team to schedule a future meeting for a conversation about the fund and signposting to other funding streams.

RESOLVED: To schedule a future meeting with a member of the Mayoral High Streets Fund Team.

25/244 - ITEM 8 - Reports from Committees and Working Groups

8.1 To Receive and Note the minutes of the KTC Planning Committee meetings held on 30 June, 28 July (report format – meeting inquorate) and 1 September 2025 (draft). See KTC website for details.

RESOLVED: To receive and note the minutes of the KTC Planning Committee meetings held on 30 June, 28 July (report format – meeting inquorate) and 01 September 2025 (draft).

8.2 To Receive and Note the minutes of the Projects, Community and Environment Committee meeting held on 7 July 2025 (draft)

RESOLVED: To receive and note the draft minutes of the Projects, Community and Environment Committee meeting held on 7 July 2025

8.3 To Receive and Note the minutes of the Finance and General Purposes Committee meeting held on 21 July 2025 (draft)

RESOLVED: To receive and note the draft minutes of the Finance and General Purposes Committee meeting held on 21 July 2025.

8.4 To receive and Note the Mayor of Knaresborough's Tour Guide monthly records (further detail and next steps to be discussed at the next KTC Projects, Community and Events Committee)

RESOLVED: To receive and note the Mayor of Knaresborough's Tour Guide monthly records.

25/245 ITEM 9 - Motions from Council Members

9.1 Cllr Helen Westmancoat

That KTC purchase reusable name badges for Councillors (and Staff) to wear at KTC events, Civic Services and other suitable occasions.

Members discussed two options for the purchase of badges:

- 1) personalised name badges for use at formal events
- 2) photographic ID lanyard badges for informal events

RESOLVED: To give the Clerk delegated power to investigate and purchase both types of badges as detailed above.

9.2 Cllr A Bell

That KTC invite the Mayor of York and North Yorkshire, David Skaith, to visit the town and Town Council to highlight all the positive work that is being done throughout the town.

RESOLVED: That KTC invite the Mayor of York and North Yorkshire to attend the Annual Town Meeting in March 2026.

9.3 Cllr S Oakes

As promised, I have spoken with several disabled community members who highlighted the need for small but important improvements—such as addressing uneven pavements—to enhance safety and accessibility. As these fall under NYC's responsibility, I recommend KTC write to request a meeting or direct communication with the relevant officer.

Members discussed this Motion, and it was suggested that contact be made with Disability Action Yorkshire to see if they can give some recommendations of how safety and accessibility can be enhanced in Knaresborough. A regular meeting with NYC Highways to also be requested.

RESOLVED: That KTC requests a regular meeting with a specific officer from Highways and that an engineer visits Knaresborough to do an 'audit' of the current pavements and setts on the High Street. KTC would also like to request a regular meeting with the relevant director of NYC to continue to explore how Knaresborough can improve.

25/246 ITEM 10 - Information Exchange

- Councillor Bell informed Members that he is experiencing difficulties in engaging with Highways at NYC concerning boundary signs. He has written to the appropriate Director and will continue to follow up.
- Councillor Goode updated Members on the current status of the NDP with the Consultation coming to an end on 25 September. The Planning Committee will be meeting as appropriate to work through and then respond to the feedback. The Committee will be required to choose an Inspector to work on the programme.
- Councillor Longhurst asked Members to contact her if they know of any group/organisation who would be interested in a free guided tour of Knaresborough.
- Councillor Oakes mentioned that Buttercup Café has now been open for a couple of weeks and is acting as a community 'hub'.
- Councillor Batt raised two queries – one in regard to black bins not being placed back outside appropriate properties after being emptied, the second in regard ownership of land behind Bilsdale Grove. The North Yorkshire Councillors agreed to investigate and will report back to Councillor Batt as appropriate.
- The Mayor, Councillor Westmancoat, informed the meeting that she will be visiting Bebra at the beginning of October.

Meeting closed at: 9.05 p.m.

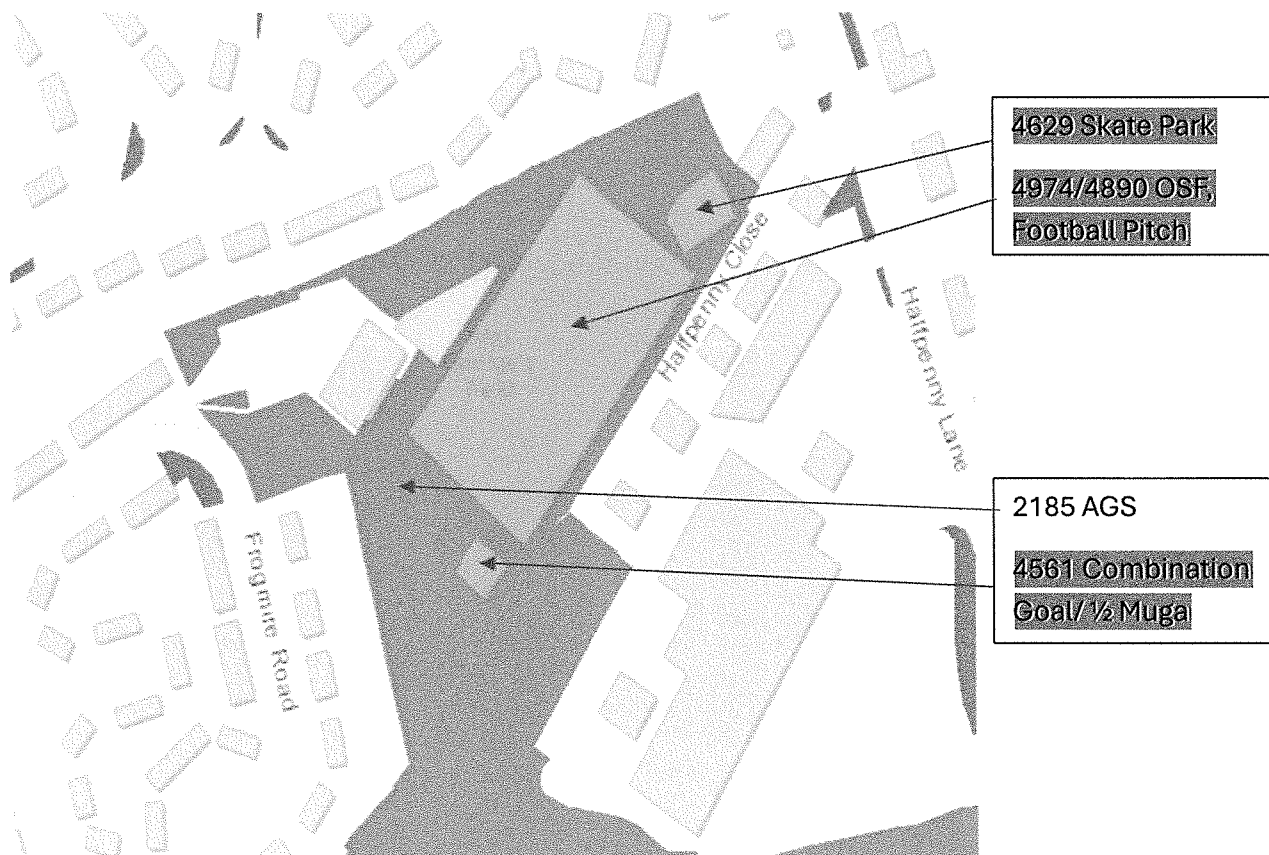
Signed by the Mayor:

Councillor H Westmancoat

King Georges V

Proposed mapping changes:

To merge the 4 OSF IDs to create one OSF site at King Georges field. Enabling greater scope to use the money for a larger more beneficial project for the community and user groups.



From: parishliaison <parishliaison@northyorks.gov.uk>
Sent: 05 November 2025 10:00
Subject: North Yorkshire Council Parish Liaison: NYC Electric Vehicle Charging Infrastructure Programmes

Dear City/Town/Parish Clerk,

Please see the message below from the North Yorkshire Council EV Charging Team regarding the NYC 'Electric Vehicle Charging Infrastructure Programmes'.

If you are interested in taking part in the Programmes, or have any further questions, please email the team at: evcharging@northyorks.gov.uk by 15th December 2025.

I would be grateful if you could share this with your councillors for information and through any other appropriate communication channels and networks.

Many thanks

Peter

Email: parishliaison@northyorks.gov.uk

Web: northyorks.gov.uk



Dear Town/Parish Council,

We are writing to notify you that North Yorkshire Council (NYC) has been awarded funding to help deliver electric vehicle (EV) charging points at up to 14 sites across North Yorkshire. This means that we have the opportunity to help support rural communities in their transition to EVs by delivering renewable energy systems at remote sites, particularly in areas without off-street parking. This will not only enable local people to make the switch to EVs but will also ease the load on the energy grid and offer resilience in communities. We are looking for suitable locations to take part in this renewable pilot programme. In order to identify 14 suitable sites for this survey, we are keen to hear from any interested parties, and we will then assess the suitability of these interested sites.

What does this mean?

We want to support local communities, particularly those in isolated rural areas, by installing EV charging points. This is part of a wider effort to help people who use electric cars charge them more easily. We also want to offer resilience to the community, and we are exploring ways to support community buildings by enabling them to use any excess power or access stored energy in the event of an emergency.

What are we looking for?

We are looking for a site located within an isolated rural community with a designated refuge centre in the event of an emergency.

In order to be considered for this programme, sites must have the following:

- A South facing roof, or East/West facing roof.
- Sufficient space for a wind turbine, or proximity to a nearby watercourse with the potential to support hydropower.
- Its own car parking. This must be accessible to residents 24 hours a day and have space for up to 4 EV bays.
- Sufficient space for battery storage.
- Dedicated meter and billing.
- Permission from the landlord and/or governing committee.

Local Electric Vehicle Infrastructure (LEVI) Pilot Fund

This is aimed at smaller or more isolated rural communities. Under this fund:

- We would like to install solar panels and, where possible, small wind turbines or water turbines.
- The renewable energy sources would generate electricity and charge a battery system.
- A battery would power up to 4 EV charging points, ideally located at a community building, such as a village hall, or at a public car park.
- Where EV charge points are installed at community sites, the energy stored in the battery will keep the building running for at approximately three days, depending on use, in the event of a power cut or emergency. This would enable the building to continue providing essential services such as heat, light, and shelter, supporting the community when their own homes may be without power or basic amenities.

This project could also help reduce energy bills for the hall by using more of its own electricity.

What to do next

If you are interested in taking part, please email us at: evcharging@northyorks.gov.uk by **15th December 2025** to let us know. We will then consider the suitability of your site for this programme. We will be happy to discuss the details and answer any questions you may have.

What we will do

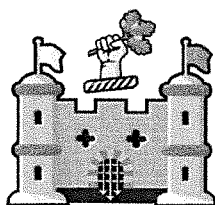
Once we receive expressions of interest, the EV Charging Team will compile a long list of sites that appear to meet the programme's criteria. These will then be passed to our consultants, Align Property Services, who will contact the first 14 sites to arrange visits and carry out initial assessments. This includes a survey of the building's structure and electrical systems, which will be funded by North Yorkshire Council. Please note that we are unable to guarantee installation at any one site until these checks are complete. At this stage, we are simply seeking expressions of interest and are keen to work collaboratively with communities to help shape the project.

Yours faithfully,

EV Charging Team

North Yorkshire Council
Environment and Sustainability
County Hall
Northallerton
DL7 8AD

Website: www.northyorks.gov.uk



Knaresborough

Town Council

KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

(Please ensure you read the accompanying guidance notes and attach all relevant documentation)

Application Summary:

Name of organisation/individual*	1st Knaresborough (Castle) Scout Group
Primary Contact regarding application:	Paul Thompson (Chair)
Address:	1st Knaresborough (Castle) Scout Group Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Telephone number:	
Email address:	1stknaresborough@gmail.com
Project/Event title:	
Total cost of project:	£3500
Amount of grant requested from KTC	£1000
Date of Application	24 th October 2025

The Applicant:

What is the main purpose of your organisation?	To help young people develop skills for life through fun, adventure, and community involvement. Focusing on the following key areas: • Personal Development- Scouts aim to build character, confidence, resilience, and independence in young people. • Skill Building- Members learn practical skills like camping, cooking, first aid, navigation, teamwork, and leadership. • Community Engagement- Scouts are encouraged to contribute positively to their communities through volunteering and service projects. • Adventure & Outdoor Activities- Outdoor experiences like hiking, canoeing, and camping foster a love for nature and physical activity.
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	• Inclusivity & Global Citizenship- Scouts promote values of respect, diversity, and understanding across cultures, preparing youth to be responsible global citizens. • Fun & Friendship- It's also about making friends, having fun, and creating lifelong memories. The hut is currently used by further groups including: • Judo • Karate • Brownies
How many years has your organisation been in existence?	Over 70 years
If your organisation run by a Committee? If yes, how many Committee members?	Trustee Board- 6 members
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members: Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable	Member of UK Scouts 16 Leaders 8 Junior Leaders 24 Scouts 22 cubs 18 Beavers Soon to open a new Squirrels Drey offering scouting for ages 4 and upwards. 1st Blind Jacks explorer unit hold meetings at the hut for ages 14 plus.
What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details	Community and outdoor activities. The hut forms the meeting place for all sections where various activities are undertaken. The hut also hosts other organisations including Judo and Karate. Scouts is open to young persons to join and requires persons to register an interest. Scouts is inclusive to all.
Is your club affiliated to any national organisation? Please list any affiliations	Yes- Scouts UK
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?	If yes, as a minimum we expect you to: • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults,

YES Yes ☐ No ☐	including checking criminal records and taking up references • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate Does your organisation meet these requirements: YES Yes ☐ No ☐
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The Project/Event/Individual's role:

Brief description of scheme	Replacement of existing fire doors and added security to any further doors following break in's and antisocial behaviour. North Yorkshire Police recommendations.
What are the aims of the project/event?	The purpose of this application is to secure funding to purchase and replace the fire doors at the scout hut and reinforce the front entrance. Our current hut has reached its 40th anniversary this year and the existing fire doors were those originally fitted. The hut has experienced two break in's where equipment was stolen, much to the detriment of the young people who use the facility. Despite our best efforts to repair the doors to provide protection, a recent survey from North Yorkshire Police has deemed the doors to be a significant security concern. New doors would provide us with the opportunity to secure the building with a modern purpose-built door that helps us meet obligations in relation to building and fire safety. The grant would allow us to safeguard our scouting equipment and that stored by other users of the facility and ensure it remains secure and protected for years to come.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	Modern Secure Fire Doors will: • Safeguard essential scouting equipment ensuring that they remain secure and accessible to all age groups. • Secure and protect equipment from other hut users such as Judo mats. This would enable the hut to continue to be utilised by other community groups and provide that vital community space. • Reduce any ongoing costs of maintenance or repair with a long lasting solution so that the group can continue to focus on investing resource into youth programs. • Provide a safe and secure environment for young persons whilst meetings are held.

	Knaresborough Scout hut caters for a large number of young persons undertaking scouting activities, promoting community engagement across the Knaresborough area.
Does your organisation have the ability to meet new community needs, and if so, how?	The Scout Group is setting up a new Squirrels Section following October half term where young persons from the age of 4 will join the organisation. The hut remains a meeting place for various community groups and has seen new groups move their meeting place to this location following the closure of other spaces in Knaresborough e.g. Karate club. The newly refurbished kitchen area within the hut provides better amenities in order for us to serve the local community.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	By replacing old fire doors with modern, energy-efficient alternatives, we can improve insulation and reduce heat loss, contributing to lower energy consumption and carbon emissions. Additionally, we are committed to maintaining a climate-conscious approach in future upgrades, aligning with broader efforts to reduce our environmental impact and support long-term sustainability.
What will be the quality and effectiveness of service provided through the use of this grant	Replacing damaged fire doors and improving security will create a safer environment for volunteers, young persons and community members, allowing us to continue delivering programs without disruption. These improvements will also help us meet regulatory standards, reduce risk, and increase confidence among the hut users.
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event? Anticipated attendance at planned Event?	
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	Over the past year, our Scout group has delivered a wide range of engaging and educational activities for young people in the local community. These have included weekly meetings focused on developing practical skills such as first aid, cooking, navigation, and teamwork. We've organised outdoor adventures including hikes, camps, and nature-based learning, helping members build confidence and resilience. Our group has also taken part in community service projects, fundraising events, and local celebrations, fostering a strong sense of civic responsibility and belonging. Through all our activities, we continue to promote the core values of Scouting—integrity, respect, care, belief, and cooperation—while providing a safe and inclusive space for young people to grow and thrive.

Why do you think the Council should support this event/project?	We believe the Council should support this project because it directly contributes to the safety, resilience, and wellbeing of a valued community organisation. Our Scout group provides vital opportunities for young people to learn, grow, and contribute positively to society. Following recent break-ins, the need to replace fire doors and improve security is urgent—not only to protect our premises but to ensure we can continue delivering high-quality, inclusive programmes without disruption. Supporting this project demonstrates a shared commitment to safeguarding community spaces, investing in youth development, and upholding the values of safety, accessibility, and public service. North Yorkshire Police have attended the premises to offer further security advice and have provided a report that is attached to this grant.
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Project/Event planning

Date that you propose to commence the project or hold the event.	As soon as possible
Does the project or event require permission from North Yorkshire Council? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	No

Financial Details

Estimated total cost (including any fees)	£3348 - £4680 - quotes received between this range
Contribution from your funds:	£2500
Contribution from other organisations (please specify)	No success through other avenues as of yet
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	No

Check List:

Please tick:

I have read and agreed your terms and policies	YES
I agree to provide feedback to the Town Council if my application is approved, including publicity	YES
I enclose the following documents to support my application: Latest financial accounts Set of rules by which my organisation runs Other supporting information Permissions, if appropriate, from North Yorkshire Council	YES

*** Applications will be considered from individuals looking to improve their specific skills in support of their contribution to the voluntary sector in Knaresborough.**

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request additional information at any stage of the application process.

Signed: Paul Thompson

Name of Signatory

Position: Chair Person

Date: 24th October 2025

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 06 October 2025

PRESENT: Chair: Councillor Pickard

Councillors: A Bell, M Flood, H Gostlow, K Lacey, S Oakes, and M Walker

Staff Present: The Clerk and Community Projects Officer

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

25/011 ITEM 1 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.

RESOLVED: That apologies were received with reasons approved from Councillor Batt and Councillor Westmancoat.

25/012 ITEM 2 - receive declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**

None for this meeting

25/013 ITEM 3 - KTC Public Speaking Session

None for this meeting

25/014 ITEM 4 – To consider and, if thought fit, **approve** as a correct record, **the Minutes** of the **Projects, Community and Environment Committee** Meeting held on:

4.1 Monday 07 July 2025

RESOLVED: That the minutes of the Projects, Community and Environment committee meeting held on Monday 07 July 2025 be approved as a correct record and signed by the Chair.

25/015 ITEM 5 – Reports/Information from the Clerk

5.1 To receive and note the expenditure to date on:

- (i) 255th Commemoration
- (ii) Tour Guide Project
- (iii) SPF Funding – Stockwell Hub

RESOLVED: To receive and note.

FURTHER RESOLVED: To write a formal letter of thanks to the Tour Guides on behalf of the Town Council in time for their Christmas Gathering.

5.2 To receive the latest report from the Community Projects Officer

RESOLVED: To receive and note. See Appendix 1.

5.3 To review and approve the Mayor of Knaresborough's Town Guides Volunteer Role Description

RESOLVED: To approve the Mayor of Knaresborough's Town Guides Volunteer Role Description.

FURTHER RESOLVED: To order lanyards to distribute to volunteers that assist KTC at KTC events.

5.4 To consider investigating ways the Town Map can be used to enhance the tourist offer in the town

RESOLVED: To investigate different ways the Town Map can be used, with the possibility of working with the Artist to expand the use of the artwork, with costings. To investigate the possibility of installing artwork on the Police Station, with permissions and costings.

25/016 ITEM 6 - Correspondence – none for this meeting

25/017 ITEM 7 – Reports from Full Council, Sub-Committees and Working Groups

7.1 To consider formalising KTC's support for the All Britain Fleadh 2028 Festival in June 2028, following a presentation made to Full Council on the 15 September

RESOLVED: To write a formal letter to the organisers in support of the festival being held in Knaresborough.

7.2 To review and approve the 'Use of EV chargers at Stockwell Wellbeing Hub' document and **decide** next steps

RESOLVED: To defer the review of the report to the Climate Change Emergency Sub-committee.

FURTHER RESOLVED: Councillor Gostlow and the Clerk to complete a risk assessment for the equipment and investigate signage.

7.3 To receive verbal updates from any or all the following:

- (i) Bright Friday Sub-committee

Councillor Gostlow summarised the current plans, including entertainment provision, Lions Club help, road closures and security.

Councillor Pickard mentioned KTC attendance at the Martyn's Law Seminar organised by NYC and Counter Terrorism Policing North East and asked Councillors to be aware of the potential budget implications on future events.

- (ii) Castle Area Sub-committee – no update given

- (iii) Climate Change Emergency Sub-committee

Group members mentioned that they had had a recent talk from Zero Carbon Harrogate.

- (iv) Market Working Group

Councillor Pickard mentioned that the report had been discussed at the Harrogate and Knaresborough Area Committee meeting and was moving to a decision by the NYC Executive Committee later this month.

RESOLVED: Councillors voted unanimously to postpone the first KTC Market Committee Meeting until after the Executive Committee decision.

- (v) Commuted Sums Working Group

Discussion with NYC officers regarding the King George V Field area have restarted and are moving in a positive direction.

- (vi) Stage Working Group

Councillor Flood has identified the equipment needed to improve the KTC stage sound provision and has got quotes for the working group to look at and recommend which to pursue.

- (vii) Boundary Signs Working Group

Councillor Bell has been in liaison with the Highways team who are currently checking the sites of the 7 existing/pre-existing signs to ensure they remain in a suitable position under current legislation/guidance. Members agreed that Councillor

Bell could commence with some 'place holder text/images' being sent to NYC to establish costs.

(viii) Town Ranger

Councillors asked that the work done continued to be shared on social media to let the public know what is happening. It was also suggested that the list of jobs completed by the Town Ranger could form part of a KTC Annual Report.

(ix) Community Resilience Plan

The draft plan was shared with councillors, and it was agreed to complete the sections relevant to KTC. It was also agreed that, in their capacity as North Yorkshire Councillors, Matt Walker and Hannah Gostlow would once again approach North Yorkshire with suggestions to improve the system as concerns continue to be raised about the very limited number of people having access to the NYC emergency number.

25/018 – ITEM 8 – Information Exchange – none to share

Meeting closed 9:28 p.m.

**Signed by the Chair
Councillor: J Pickard**

Appendix 1

Projects, Community and Environment Committee report for 6 October 2025 meeting

- **Hannah Read, Community Projects Officer**

Update on KTC events and projects since the last PCE meeting on 7 July 2025:

- **ITG Tour Guiding Training Course**

Since graduating in June, the Town Guides have enjoyed a busy and successful summer season. In addition to leading weekly walking tours from the Market Cross at 11am each Wednesday and Saturday, the volunteer guides have supported the 255th Anniversary of the Enclosure Act on 13th August, contributed to a variety of community events, including supporting the Totally Locally 'A month of Sundays' campaign in August, and welcomed visiting coach parties with tailored tours. For more details, please refer to the **Town Guide Project Overview** document.

Hannah R continues to provide support to the Town Guide project through marketing, social media, and email communications. She works closely with Volunteer Coordinator Cllr. Margy Longhurst and the dedicated team of Town Guides. Feedback from the free walking tours has been overwhelmingly positive, highlighting the project's success and the valuable contribution it makes to the town. Looking ahead, the focus will be on expanding pre-booked tour options beyond the regular weekly tours, enhancing the welcome for coach parties, and supporting KTC's ambition to achieve Coach Friendly status.

- **Enclosure Act 255th Anniversary – 13 August 2025**

For overview of 13th August events please see press release: ***Knaresborough commemorates the 255th Anniversary of the Enclosure Act and celebrates Knaresborough Forest Day***

- **Police and Community Liaison Group**

Hannah R continues to provide support to the group, supporting the Chair Cllr Kathryn Davies by organising meetings and preparing minutes. The office is actively working to strengthen the established connections between the local neighbourhood police team, the town council, and KTC initiatives, such as the Town Ranger.

- **Community Resilience**

The office continues to work with Cllr James Pickard, Chain Lane and Community Hub and NYC Officers to find the best way forward for Knaresborough's resilience plan.

See *Community Resilience Plan* submitted to this committee by Chain Lane Community Hub for consideration and comment.

- **Remembrance Sunday**

The office is coordinating plans for the Remembrance Sunday parade and service at the War Memorial on Sunday 9 November, working with the Knaresborough Branch of the Royal British Legion and attending organisations. NYC SAG team have been informed of the event plans and Chevron Traffic Management will be operating the road closures.

KTC staff and councillors will attend Remembrance Sunday, with Cllr James Pickard, Hannah R and Angela P leading the logistics in the Castle grounds.

- **Bright Friday on Friday 28 November 2025**

Due to crowd size at Bright Friday 2024 and the subsequent implications on costs for traffic management, security, first aid cover and licences, the request to the Council Finance Committee meeting in July to increase the event budget was approved.

Plans continue for this year's Bright Friday event, documents have been submitted to NYC Safety Advisory Group (SAG), First Aid cover will be provided by St John Ambulance, and road closures will be operated again this year by Chevron Traffic Management company. The office together with the Bright Friday working group are investigating Counter Terrorism Mitigation measures which will be required this year.

The Community Project Officer along with Cllrs Helen Westmancoat, James Pickard and Shan Oakes attended The Terrorism (Protection of Premises) Act 2025 – Martyn's Law Event on 26-09-2025 organised by NYC and Counter Terrorism Policing North East. The day was informative, and highlighted areas that KTC will need to consider and adhere to the government guidelines when planning future projects and events.

- **Knaresborough Events – Mayoral High Street Fund joint bid**

Town Council met on Monday 15th September and considered KTC's participation in the joint bid to the Mayoral High Street Fund led by Chain Lane Community Hub. Council resolved that KTC participates in the joint 'Knaresborough Events' bid to the Mayoral High Street Fund, and if the bid is successful, Councillor James Pickard and Hannah R (Community Project Officer) were nominated to join the Steering Group as KTC representatives when it is established. News on the application is expected in early October.

- **Town Ranger**

Oliver and his team have dedicated considerable effort this summer to a wide array of Town Ranger initiatives, making a tangible impact in enhancing the appearance of our town. Their work has ranged from clearing overgrown ginnels and pathways obstructed by weeds and nettles to restoring traditional fingerpost signs and removing unsightly graffiti, revitalizing previously neglected areas. A particularly notable achievement is the installation of new flags at the Castle, proudly funded by KTC to replace the worn and weathered originals.

Please see the **Town Ranger Task List** for further details of the work undertaken and scheduled.

8.3

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 20 October 2025**

PRESENT: **Chair:** Councillor Andy Bell

Councillors: J Batt, D Goode, S Oakes and M Walker

Staff Present: The Clerk

Also Present: Members of the Knaresborough Lions Club,
Knaresborough Choral Society and a representative
from Scriven Park Pre-school

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

25/083 **ITEM 1 – To receive Apologies and consider approval of the reasons for inability to attend the meeting.**

All members present

25/084 **ITEM 2 Councillors' Disclosure of an Interest**

Councillor Walker	Item 7.1 non-pecuniary as a member of the Lions Club, but will leave the room and not take part in any vote
Councillor Batt	Item 7.7 as treasurer of the Town Twinning Committee
Councillor Goode	Item 7.7 non-pecuniary as a member of the Town Twinning Committee

25/085 **ITEM 3 - KTC Public Speaking Session**

A representative from Scriven Park Preschool spoke about the need to improve the outside space for the children and showed Councillors photographs of the current area.

The Chair moved to take **Item 7.4**

7.4 To consider the funding request from: Scriven Park Pre-school to support the creation of an all-year-round outdoor space for children to enjoy

RESOLVED: That KTC support the work done by the Pre-school and award £1500 towards the garden refurbishment project.

A representative from Knaresborough Choral Society told Councillors about the groups ambition to perform Haydn's Creation at Ripon Cathedral to celebrate their 40th anniversary year.

Councillors asked several questions about the location of the concert and costs. They commended the group on the excellent performances done in support of the town.

The Chair moved to take **Item 7.6**

7.6 To consider the funding request from: Knaresborough Choral Society to support a 'one off celebratory event for the Society's 40th anniversary year'

RESOLVED: That KTC support the Choral Society and award £1000 to support the celebratory event.

Councillor M Walker left the room

Representatives from the Knaresborough Lions Club spoke about the enormous time and effort spent on organising the annual Bed Race and explained the reasons behind some of the rising costs faced by the Club in putting on such an event.

Councillors praised the club for the work they do and expressed how important the event was to the Town.

The Chair moved to take **Item 7.1**

7.1 To consider the grant application from: Knaresborough Lions for the 'Knaresborough Bed Race'

RESOLVED: That KTC support the grant application in full by awarding £9000 to Knaresborough Lions Club for the Bed Race.

It was also agreed that KTC would liaise with the Lions Club to investigate supporting the event on an annual basis and that this would be considered during KTC's budget setting process.

Councillor Walker returned to the meeting. All members of the public had left the meeting at this point.

The Chair continued with Grant applications moving to **Item 7.2**

7.2 To consider the grant application from: Friends of Aspin Pond for 'Pond dredging and removal of invasive aquatic species'

RESOLVED: That KTC support the grant application in full awarding £1000 to the Friends of Aspin Pond

The Chair moved to take **Item 7.3**

7.3 To consider the grant application from: Parkrun UK to support 'the provision of a Junior Parkrun in Knaresborough'

RESOLVED: That KTC support this grant application in full awarding £1500 to (Junior) Parkrun Knaresborough.

The Chair moved to take **Item 7.5**

7.5 To consider the funding request from: The Art Guild CIC (TAG) to support the 'artmaker forum and festival'

RESOLVED: That KTC award £1000 in support of the artmaker forum and festival.

25/086 **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Finance Committee Meeting held on:**

4.1 Monday 21 July 2025

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on Monday 21 July 2025 be approved as a correct record and signed by the Chair.

25/087 **ITEM 5 - Business Remaining** - None for this meeting

25/088 **ITEM 6 - Reports from the Clerk**

6.1 To approve the schedule of accounts for July, August and September 2025

July 2025:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	90	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage
YLCA	91	35.10	0.00	35.10	Clerk	Employee training - Biodiversity
Gouthwaite Board of Management	92	104.00	0.00	104.00	Clerk	Annual Levy
HA Garment Printing	93	44.00	0.00	44.00	Clerk	Town Ranger Hi Vis
A Sykes	94	36.00	0.00	36.00	Min No. 24/149	ITG Membership

OJW Services	95	725.00	0.00	725.00	Clerk	Town Ranger June work plus one-off projects
J Cutter	96	36.00	0.00	36.00	Min No. 24/149	ITG Membership
Plug Me In	97	1,833.00	366.60	2,199.60	Clerk	SPF Funding - EV Charge Point deposit
BT	98	52.21	10.44	62.44	Clerk	Cloud Voice
AENorthing Design	99	250.00	0.00	250.00	Min No. 24/149	Town Guide Leaflet Design
Flying Colours	100	620.00	124.00	744.00	Clerk	Replacement flags Castle
YLCA	101	91.00	0.00	91.00	Clerk	Cllr Chairing Skills Training
Network print Design	102	194.00	0.00	194.00	Min No. 24/149	Town Guide Leaflet print
Salaries, Tax, NI and Pensions	103 - 107	7,839.33	0.00	7,839.33		
Spa ICT Services	108	900.00	180.00	1,080.00	Clerk	Annual IT support services and managed anti-virus protection
Youth Council (Inspire Youth)	109	2,500.00	0.00	2,500.00	Min No: 25/077	Grant award to support Youth Council activity
Mind in Harrogate District	110	2,000.00	0.00	2,000.00	Min No: 25/081	Grant award to support Mental Elf Run
FEVA	111	300.00	0.00	300.00	Clerk	Small grant award to support The Knaresborough Forest Family Fun Day
Yorkshire Create	112	500.00	0.00	500.00	Min No: 25/081	Grant award to support the Chrismouse Advent Window
Total		18,079.64	681.04	18,760.47		

August 2025:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	113	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage
Tartufo Catering	114	492.75	0.00	492.75	Clerk	255th Anniv Enclosures Act Event
CTS UK Ltd	115	38.45	7.69	46.14	Min No. 24/149	Tour Guide replacement uniform
Xerox	116	235.36	47.07	282.43	Clerk	Photocopier lease
A Grinter	117	36.00	0.00	36.00	Min No. 24/149	ITG Membership
SLCC	118	240.00	0.00	240.00	Clerk	Annual Membership
Yorkshire Designer	119	35.00	0.00	35.00	Clerk	Town Map KTC logo
The Relentless Artist	120	19.99	0.00	19.99	Clerk	Castle signage painting
The Relentless Artist	121	600.40	0.00	600.40	Min No. 24/172	Town Map Design and scanning
Rowena Lloyd	122	75.00	0.00	75.00	Clerk	255th Anniv Enclosures Act Event
Community Projects Officer	123	42.90	0.00	42.90	Clerk	255th Anniv Enclosures Act Event
BT	124	52.21	10.44	62.65	Clerk	Cloud Voice
Salaries, Tax, NI and Pensions	125 - 129	8,917.01	0.00	8,917.01		incl backpay from 25/26 NJC pay award
Total		10,805.07	65.20	10,870.27		

September 2025:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
OJW Services	130	625.00	0.00	625.00	Clerk	Town Ranger July

Friendship and Leisure	131	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage
Network Print	132	576.00	115.20	691.20	Clerk	Town Map printing
Spa ICT Services	133	199.32	39.86	239.18	Clerk	Office 365
OJW Services	134	250.00	0.00	250.00	Clerk	Town Ranger August
Hays Travel	135	839.37	0.00	839.37	Clerk	Mayoral Bebra Visit travel
H Gostlow (reimburse)	136	38.23	0.00	38.23	Clerk	Reflective tape to improve safety of EV Charger
British Telecom	137	106.56	21.31	127.87	Clerk	Broadband
B Filippi	138	36.00	0.00	36.00	Min No. 24/149	ITG Membership
Arena Group	139	203.45	40.69	244.14	Clerk	Photocopies
Nottingham Jewellers	140	25.50	0.00	25.50	Clerk	Mayoral Chain engraving
British Telecom	141	52.21	10.44	62.65	Clerk	Cloud Voice
Rialtas	142	70.00	14.00	84.00	Clerk	Staff training - finance reports
D3 Office	143	40.73	8.16	48.89	Clerk	Stationery
Salaries, Tax, NI and Pensions	144 - 148	8,003.12	0.00	8,003.12		
Total		11,085.49	249.66	11,335.15		

RESOLVED: To approve the schedule of accounts for July, August and September 2025 in the sums of £18,760.47, £10,870.27 and £11,335.15 respectively and as detailed above.

6.2 To receive and note the finance figures for July, August and September 2025

RESOLVED: To receive and note the finance figures for July, August and September 2025

6.3 To note the current budgetary position up to the month ending 30 September 2025

RESOLVED: To receive and note the current budgetary position up to the month ending 30 September 2025

6.4 To receive and note the update on the current grants fund (incl small grants)

RESOLVED: To receive and note the update on the current grants fund (incl small grants)

6.5 To receive and note the Conclusion of Audit Annual Governance and Accountability Return for the year ended 31 March 2025

RESOLVED: To receive and note the Conclusion of Audit Annual Governance and Accountability Return for the year ended 31 March 2025

25/089 ITEM 7 - Correspondence or Delegation from Full Council

7.1 To consider the grant application from: Knaresborough Lions for the 'Knaresborough Bed Race'

See minute number **25/085** above

7.2 To consider the grant application from: Friends of Aspin Pond for 'Pond dredging and removal of invasive aquatic species'

See minute number **25/085** above

7.3 To consider the grant application from: Parkrun UK to support 'the provision of a Junior Parkrun in Knaresborough'

See minute number **25/085** above

7.4 To consider the funding request from: Scriven Park Pre-school to support the creation of an all-year-round outdoor space for children to enjoy

See minute number **25/085** above

7.5 To consider the funding request from: The Art Guild CIC (TAG) to support the 'artmaker forum and festival'

See minute number **25/085** above

7.6 To consider the funding request from: Knaresborough Choral Society to support a 'one off celebratory event for the Society's 40th anniversary year'

See minute number **25/085** above

7.7 To consider the letter from Knaresborough Town Twinning Committee and decide how KTC can best support their request regarding use of grant funds

RESOLVED: That KTC support giving the Town Twinning Committee greater flexibility on how it spends the budget to include promotional activities and events

7.8 To receive the minutes from the Staffing Committee meeting held on Monday 29 September 2025 and **note** the implications on budget

RESOLVED: To receive and note

25/090 **ITEM 8 - Information Exchange** – none for this meeting

Meeting closed at: 8:25 p.m.

**Signed by the Chair
Councillor Andy Bell**

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
STAFFING COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 29 September 2025

PRESENT: **Chair:** Councillor H Westmancoat
 Councillors: Gostlow, Pickard and Goode
 Staff Present: The Clerk
 Late Arrivals: None **Early Departures:** Cllr Goode
 Absent: Cllr Oakes

25/031 **ITEM 1 - To elect a Chair** for the Committee (and Vice-Chair if necessary)

RESOLVED: That Councillor Helen Westmancoat be appointed as Chair of the Committee and Councillor Hannah Gostlow as Vice-Chair.

25/032 **Item 2 - To receive apologies and consider approval of inability to attend the meeting**

None to receive. Councillor Goode explained his need to leave the meeting early and apologised for having to do so.

25/033 **ITEM 3 – Councillors' Disclosure of an Interest** - None for this meeting.

25/034 **ITEM 4 - KTC Public Speaking Session** - None for this meeting.

25/035 **ITEM 5 - To consider and, if thought fit, approve as a correct record, the Minutes of the held on:**

5.1 Monday 10 February 2025

RESOLVED: That the minutes of the staffing committee meeting held on Monday 10 February 2025 be approved as a correct record and signed by the Chair.

25/036 ITEM 6 – Confidential Session

In view of the confidential nature of the business to be transacted re **ITEM 7** pertaining to staffing matters, contracts and volunteer arrangements 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.

The above was noted, but no members of the public or press were in attendance.

25/037 ITEM 7 – Staffing Matters

7.1 To nominate 2 Councillors to undertake the appraisal discussion with the Clerk and set a date for it to take place in 2026.

RESOLVED: That the appraisal discussion will take place in February. The Clerk to liaise with Cllrs Westmancoat and Gostlow to arrange a specific date.

7.2 To receive and note the completed employee appraisals for 2025 and the objectives set.

RESOLVED: To receive and note.

Councillor Goode left the meeting.

7.3 To receive the Clerk's report of the current staffing situation and **decide on next steps** considering recent and future changes to workload. **To consider** the current pay structure and **decide** if any amendments are needed and what this should look like. **To consider** if staffing levels need increasing and whether employing another part-time member of staff is feasible.

RESOLVED: To make the following changes to spine point (SP) levels (not backdated):

The Community Projects Officer to move to SP 27.

The Deputy Clerk to move to SP 30, with the potential of a 6-month review to move to SP31, following discussion and implementation of additional duties.

The Clerk to move to SP 37.

FURTHER RESOLVED: Councillors to investigate the potential of having a Town Manager type role (to encompass the Market should KTC take on the responsibility for it) and how that would fit with the existing staffing structure.

FURTHER RESOLVED: To review the need for an office administrative role in 6 months time if not before, how this would fit with the existing staffing structure and how it might develop in the future given Council's aspirations.

7.4 To review how the current and potential future meeting structure can be supported in terms of level of staffing needed.

See resolution for Item 7.5 as a first step

7.5 To agree to produce a plan, and how to achieve this, for improving IT/technology in the office and in meetings. To include investigations into a better phone system, recording of council and committee meetings, the use of AI to complement staffing and ease workload.

RESOLVED: For a task and finish working group, led by Cllr Westmancoat, to look at the Council's technology infrastructure and how this can be improved to assist council in its work and alleviate pressure on employees both in the office and at meetings.

7.6 To further consider enlisting the services of a HR/H&S/Payroll provider to aid the future development of the Council through devolution.

RESOLVED: To defer the item to a future meeting and ask the Clerk to continue to investigate and gather more information for Council, including more quotes.

7.7 To review the work done by the Town Ranger to date and **decide** on next steps.

RESOLVED: To extend the current Town Ranger agreement and suggest the contractor reserves one day a week to work for KTC (the equivalent of 8 hours).

Councillors wanted to acknowledge the excellent work completed by the Town Ranger and the overwhelmingly positive response from residents to the tasks being undertaken.

7.8 To review the Town Guide overview and make recommendations if required.

RESOLVED: To thank Margy for her continued support of the excellent Town Guides and to acknowledge that Council needed to reflect the need to 'future proof' this initiative as a positive investment in the next budget.

Meeting closed at: 11.23 a.m.

Signed by the Chair:
Councillor H Westmancoat

KNARESBOROUGH TOWN TOUR GUIDES – MONTHLY RECORD FOR 2025

<u>DATE/MONTH</u>	<u>NAME</u>	<u>DETAILS & Nos.</u>
<u>OCT</u>		
OCT- 1	Alex Bird & Neil Muffitt	Wed. tour- 21
OCT-4	Jill Cuttter & Gerry Fitzmaurice	Sat. Tour- 15
OCT-8	Alex Bird & Andy Grinter	Wed. Tour- 19
OCT-11	Alison Sykes & Neil Muffitt	Sat. Tour- 9
OCT-13	Anne Richards & Neil Muffitt (coach tour)	Mon. Tour-8
OCT-15	Jill Cutter & Alison Sykes	Wed. Tour- 14
OCT-18	Helen Sanderson & Gerry Fitzmaurice	Sat. Tour- 13
OCT-22	Andy Grinter & Jill Cutter	Wed. Tour-15
OCT-25	Beverly Filippi	Sat Tour-4
OCT- 29	Andy Grinter & Alex Bird	Wed. Tour- 6
TOTAL number		116
TOTAL tour numbers including additional events		124

Additional Activities for September

1. 13th October Coach trip- Additional coach trip from Durham catered for. Feedback and views to be included in detailed analysis of coach trip offers.

1.2 Jill Cutter has prepared a visual slide presentation material on the Knaresborough Town Tour, and the first talk is booked for 3rd November.

2.New publicity fliers and maps -the guides have continued to assist in their dissemination of the publicity materials and in raising awareness of the walks. Feedback from one couple was that they came due to seeing the flier at the Wellbeing Centre when taking their grandchildren swimming. Need to consider further supplies being taken round to the key venues.

3.CPD- The English Heritage site visit to Roman Aldborough took place on 19th October with 9 guides and 2 guests plus dog attending!

4.Feedback- Positive comments received from members of the public about the tours and the excellent and enthusiastic guides. The tours have also been noted on Facebook and received our first Trip Advisor entry.

5. Tour programme- Tours to be offered throughout the season, and the Christmas period, and consideration being given to assisting over the Christmas Market weekend. During **half term week** numbers generally lower, and several people noted that because they had the grandchildren they would not come on the tour that week, but would aim to come back on another occasion!

5.Details of each individual No. of weekday tours:

ML	0	AB	3	GF	2	AS	2
HS	1	NM	2	AR	0		
JC	3	BF	1	AG	3		

Total input for the month incorporating the additional activities and events. The availability of each guide varied due to holidays and other commitments but demonstrates the actual time and engagement for the month.

ML	0	AB	3	GF	2	AS	2
HS	1	NM	3	AR	1		
JC	3	BF	1	AG	3		

Whilst Margy has not put herself on the rota, special mention must be made of her wonderful commitment and support in turning up on the tour days and doing the pre- tour shout for us all!

ab/ktg-Oct.2025 report