

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

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02 April 2024

To: **The Members of the Finance and General Purposes Committee –**
Councillors A Bell, K Davies, D Goode, M Longhurst, and M Walker

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL FINANCE and GENERAL PURPOSES COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

Monday 08 April 2024

7:00 pm

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

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Clerk of the Council

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

FINANCE AND GENERAL PURPOSES AGENDA – Monday 08 April 2024

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

2. To receive declarations of **disclosable pecuniary interests** (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 **Finance Committee** Meeting held on:

4.1 Monday 20 November 2023 (*ca*)

5. **Business Remaining** - None for this meeting

6. Reports from the Clerk

6.1 **To approve** the schedule of accounts for December 2023, January 2024, February and March (*ca*)

6.2 **To receive and note** the finance figures for November 2023, December 2023, January 2024 and February (*ca*)

6.3 **To consider** giving delegated authority to the Clerk to administer expenditure against budget for D Day 80.

6.4 **To note** that Councillor Davies has verified bank reconciliations against statements for the current financial year up to December 2023.

7. Correspondence or Delegation from Full Council

7.1 **To consider** which budget funding is to be taken from to award the grants approved at full council on 18 March for the following:

- a) Knaresborough Lions - £5130
- b) FEVA - £2000
- c) Harrogate Road Safety Dog Training Club - £350

Note: Community Stars have pulled out of the grant application process at this current time.

7.2 **To consider** the grant application from Holy Trinity Church and Hall (*ca*)

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'S
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 20 November 2023**

PRESENT: **Chair:** Councillor Matt Walker

Councillors: J Batt, A Bell, D Goode and M Longhurst

Staff Present: The Clerk and Deputy Clerk

Also Present: Councillors M Flood, H Gostlow, S Oakes and
H Westmancoat
One local resident

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

23/021 **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 Davies. Councillor Batt attended as a substitute for Councillor Davies.

23/022 **ITEM 2 - Councillors' Disclosure of an Interest**

None for this meeting

23/023 **ITEM 3 - KTC Public Speaking Session**

A representative from Renaissance Knaresborough attended to speak in favour of their grant application. Members asked questions and the Mayor moved to take:

ITEM 7.3 To consider the grant application from Renaissance Knaresborough

RESOLVED: To award the sum of £3000 to Renaissance Knaresborough to ensure that there are sufficient funds to continue with the Trompe restoration project.

The Chair took the decision to continue the meeting with **Item 7 – Correspondence.**

23/027 **ITEM 7 – Correspondence**

7.1 To consider the recommendation from the Climate Emergency Sub-committee re: the grant application from Aspin Park Academy.

This grant application had been referred to the Climate Emergency Committee who had recommended payment of 50% of the grant to take into account the mixed curricular and community element of the project. Town Council cannot fund curricular activities.

Members discussed this recommendation and under Section 137:

RESOLVED: To pay 2/3rds of the project total - £400 - in recognition of the time the school has invested in green projects.

7.2 To consider the grant application from King James's School German Exchange Organiser.

Council members praised the excellent work the school does in continuing to forge relationships between Knaresborough and Bebra and how this in turn creates more interest in the Town Twinning arrangement that Knaresborough has and treasures, as do our friends in Bebra.

RESOLVED: Under Section 137 to award the full amount of grant requested of £1000.

7.3 To consider the grant application from Renaissance Knaresborough

See 23/023 above.

7.4 To consider the request for a donation from North Yorkshire Citizens Advice and Law Centre

Members discussed this application and asked the Clerk to request North Yorkshire Citizens Advice and Law Centre submit a formal grant application to be in line with other national organisations who have requested and been given grant funding from town council.

23/024 **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 04 September 2023

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on Monday 04 September 2023 be approved as a correct record and signed by the Chair.

23/025 **ITEM 5 - Business Remaining**

None for this meeting.

23/026 **ITEM 6 - Reports from the Clerk**

6.1 To approve the schedule of accounts for August, September and October 2023**August 2023 Schedule of Accounts**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Spa ICT	65	540.00	108.00	648.00	Annual Support and Anti-virus
Vision ICT	66	125.00	25.00	150.00	SSL Certification
Salaries, Tax and NI, Pensions	67 - 70	4,570.67	0.00	4,570.67	
Total		5,235.67	133.00	5,368.67	

September 2023 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/Description
BT	71	101.70	20.34	122.04	Broadband
Friendship and Leisure	72	40.00	0.00	40.00	Donation Aug and Sept
G Hinchcliffe	73	45.16	0.00	45.16	Reimbursement - Bright Friday Torch
LITE	74	3,000.00	600.00	3,600.00	Eyebolt safety testing work (every 3 years)
Clerk	75	21.00	0.00	21.00	TEN - reimbursement Bright Friday
H Gostlow	76	77.97	0.00	77.97	Reimbursement - Bright Friday Sweets
Siemens	77	291.81	58.36	350.17	Copier lease

Arena	78	60.41	12.08	72.49	Photocopies
Spa ICT	79	199.32	39.86	239.18	Annual Office 365
PKF Littlejohn	80	420.00	84.00	504.00	External Audit
H Westmancoat	81	13.50	0.00	13.50	Travel expenses
H Gostlow	82	50.00	0.00	50.00	Reimburse Mayoral Charity Donation
Independent Domestic Abuse Services	83	2,500.00	0.00	2,500.00	KTC grant award
Salaries, Tax and NI, Pensions	84 - 87	4,570.67	0.00	4,570.67	
Total		11,391.54	814.64	12,206.18	

October 2023 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Friendship and Leisure	88	20.00	0.00	20.00	
Ian Fish	89	8,750.00	0.00	8,750.00	Trailer Stage for Community Events
BT	90	117.40	23.48	140.88	Phone
D3	91	104.59	20.92	125.51	Stationery
Network Print Design	92	100.00	0.00	100.00	Remembrance Service Booklet
Salaries, Tax and NI, Pensions	93 - 96	4,570.67	0.00	4,570.67	
Total		13,662.66	44.40	13,707.06	

RESOLVED: To approve the schedule of accounts for August, September and October 2023 in the sum of £5,368.76, £12,206.18 and £13,707.06 respectively.

6.2 To receive and note the finance figures for July, August and September 2023

RESOLVED: To receive and note the finance figures for July, August and September 2023.

6.3 To consider the 6-month financial position against last year's budget and prepare the budget for the year 2024/25

Councillors agreed to work through the draft budget as presented by the office, line by line, and discuss individual line items as appropriate. See attachment to these minutes.

Lines 2 – 8 remain as presented

Line 9 – decrease as new cheaper contract entered into

Lines 10 – 13 remain as presented

New Line 14 – Mobile phone/SIM – the Clerk explained the increasing requirement for the office to have a mobile telephone – traffic management at Remembrance being a good example and anticipated recruitment of a third member of administrative staff who will not always be office based. It was agreed that two mobile phones would be sufficient at this stage.

New Line 15 – Laptop + software. This will be purchased for the office, principally for the third member of administrative staff who will not always be office based. Budget line to be a maximum not a minimum spend.

Total Administration:	£15,150
<i>Plus funds from Line 60 which have been relocated here</i>	<i>£ 500</i>
New total administration	£15,650

Lines 19 – 21 remain as presented

Line 22 – remove

Line 23 – Maintenance person – increase from suggested £6,000 to £10,000. The rationale for the increase to £10,000 was discussed in detail with explanation of the possible job specification for this role.

Line 24 – Staff training – increase from suggested £500 to £1,000. This would be in support of any training required for the third member of administrative staff.

Line 25 – as presented

Total Personnel Costs:	£91,700
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Line 29 – Office rental remain as presented

Total Premises:	£ 3,000
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Lines 33 – 34 remain as presented

Line 35 – Mayoral Bebra visit – increase from £600 to £900. Members discussed this and those present who had travelled to Bebra in the past agreed that £600 does not cover the expense incurred. Members were anxious not to preclude any future mayor from attending Bebra due to lack of funding.

Line 36 – 38 remain as presented

Total Civic **£ 5,400**

Lines 42 – 43 remain as presented

New Line 44 – Small Grants Fund. This fund will be managed under delegated power by the Clerk and will cover small funding requests. It was noted that Council will require a new policy covering the administration of this funding.

Total Grants: **£30,000**

Line 48 remain as presented – the Clerk had increased this budget line from 2023/2024 due to the uncertainty surrounding any match funding from North Yorkshire Council.

Total Seasonal Lighting: **£38,000**

Lines 52 – 61 – Town Development. Remove this section but relocate funding previously budgeted under Line 60 – Residents Survey - to Administration.

Lines 65 to 70 – remain as presented but also noting new lines for allotments (historically any expenditure for allotments had been covered under Town Development), VAS signs – to cover the cost of the electricity which powers them, and a contingency to fund any unexpected, unbudgeted maintenance costs.

Total Maintenance: **£ 9,200**

Lines 74 – 83 – Events - remain unchanged as presented but noting new lines for celebration of D-Day 80, 255th Enclosures Act, Castle 900th 2030, a contingency fund for events and road closure management. It was noted that KTC currently relies heavily on the involvement of local volunteers to manage events but Members queried the sustainability of this in the future.

Line 78 – Bands in the castle – to be moved to ear marked reserves pending enquiries with North Yorkshire Council as to why this initiative had not been progressed.

Total Events: **£27,700**

Line 87 – Promotion/Communication – increase to £2000 to cover funding of possible community involvement events x 4 per year.

Line 88 – NDP funding under this line is in addition to provision by NYC as KTC moves to public consultation. This £2000 will be added to the already ear marked NDP reserves.

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).

6.5 To consider giving the Clerk delegated authority to acquire a mobile phone for the office to facilitate the setting up of online accounts (such as BT) and contact point for events etc.

RESOLVED: That the Clerk be given delegated authority to acquire two mobile phones for the office.

Meeting closed at: 9.45 p.m.

**Signed by the Chair
Councillor Matt Walker**

	A	B	C	D	E	F
1		2023/24 Budget	Anticipated 12 month expenditure 2023/24	Potential 2023/24 underspend/ overspend from budget	Office suggested budget amounts 2024/25	20 November Meeting
2	Expenditure					
3	Administration					
4	Stationery	450	450	0	450	450
5	Postage	250	250	0	200	200
6	Telephones & Internet	800	700	100	800	800
7	Insurance	2000	2000	0	2200	2200
8	IT Expenses	2200	2200	0	2200	2200
9	Photocopier	1600	1600	0	1600	1500
10	Audit & Accountancy	1700	1500	200	1700	1700
11	Legal	1000	1000	0	600	600
12	Subscriptions	2200	2000	200	2200	2200
13	Bank Charges	100	80	20	100	100
14	Phone+Subscription SIM x3					1200
15	Laptop+software					2000
16						0
17	Total Administration	12300	11780	520	12050	15150
18						
19	Personnel Costs					
20	Recruitment	200	200	0	200	200
21	Salaries, NI and tax	59000	57,000	2000	80,000	80,000
22	Temp staff/2023-24 OFFICER	20000	10000	10000	0	0
23	Maintenance Person	7000	0	7000	6000	10000
24	Staff Training	1000	200	800	500	1000
25	Councillor Training	200	350	-150	500	500
26	Total Personnel Costs	87400	67750	19650	87200	91700
27						
28	Premises					
29	Office Rental	3000	3000	0	3000	3000
30	Total Premises	3000	3000	0	3000	3000
31						
32	Civic					
33	Mayor's Allowance	2000	2000	0	2,000	2,000
34	Mayor's Charitable Fund	500	250	250	300	300
35	Mayoral Bebra Visit	600	600	0	600	900
36	Regalia	500	500	0	500	500
37	Mayor Making	1400	1400	7	1550	1550
38	NEW Deputy Travel Expenses	0	150	-150	150	150
39	Total Civic	5000	4900	107	5,100	5,400
40						
41	Grants					
42	Grants	20000	20000	0	20000	20000
43	Green Grants	5000	2000	3000	5000	5000
44	Small Grants Fund					5000
45	Total Grants	25000	22000	3000	25000	30000
46						
47	Town Lighting					
48	Seasonal Lighting Contract	35000	35000	0	38000	38000
49	Total Lighting	35000	35000	0	38000	38000
50						
51	Town Development					
52	Promotion / Communication	0	0	0	0	
53	Weirside Terrace Costs	0	0	0	0	
54	Allotments Expenditure	1500	1500	0	0	
55	Neighbourhood Dev Plan	0	0	0	0	
56	Roads & Highways	0	0	0	0	
57	Development, Projects, Services and E	0	0	0	0	
58	Flower Beds	0	0	0	0	
59	Invest Rd closure signs/cones	1000	200	800	0	
60	Residents survey	500	0	500	500	500
61	Cony-hall Improvements	0	0	0	0	
62	Total Development	3000	1,700	1300	500	500
63						
64	Maintenance					
65	Tree Survey	1000	1,000	0	1000	1000
66	Castle Lighting	1000	1,000	0	1000	1000
67	Flower Beds	3000	3,000	0	3000	3000
68	NEW Allotments				3000	3000
69	NEW VAS signs				200	200
70	NEW Contingency Maintenance				1000	1000
71	Total Maintenance	5000	5,000	0	9200	9200
72						
73	Events					

	A	B	C	D	E	F
74	Flags and Bunting	3000	3000	0	5000	5000
75	Coronation	5000	1554	3446	0	0
76	Remembrance	500	1500	-1000	1000	1000
77	Christmas Events (Bright Friday)	2200	2200	0	2500	2500
78	Bands in the Castle	700	0	700	0	0
79	NEW D-Day 80				3000	3000
80	NEW 255th Enclosures Act				600	600
81	NEW Castle 900th 2030				600	600
82	NEW Contingency Events				5000	5000
83	NEW Road Closure Mgmt etc				10000	10000
84	Total Events	11400	8254	3146	27700	27700
85						
86	Projects					
87	Promotion/Communication	5000	500	4500	1000	2000
88	NDP from EMR	0	0	0	0	2000
89	VAS Signs	6000	2000	4000	0	5000
90	Road closure management	1000	250	750	0	0
91	Cony-hall improvements	10000	0	10000	0	0
92	Community stage	5000	9000	-3750	1500	1500
93	Event power point - Kboro House/Market Square	5000	0	5000	0	0
94	High Street/Market place improvement project	5000	0	5000	0	0
95	Designated Clean Bathing Site Project	5000	0	5000	0	0
96	Castle interpretation for 2030 celebration (900)	500	500	0	500	500
97	Butter lane/raw gap all year round lights	1000	0	1000	0	0
98	Acquisitions policy development	1500	0	1500	0	0
99	Land train evaluation/support	6000	0	6000	0	0
100	Contingency Funding	3000	1000	2000	3000	3000
101	NEW Green Energy Project				1500	1500
102	NEW King George V Field				5000	1000
103	NEW Town Twinning					3000
104	NEW Tourist Guide					7000
105	Total Projects	54000	13250	41000	12500	26500
106						
107	Election Costs				10000	10000
108						
109	Total	241,100	159,384	68,723	£230,250	£257,150
110						
111	Income + reallocated reserves/underspends		2022/23	2023/24	2024/25	2024/25
112	Precept increase at:		£151,420.00	£158,991.00	?	£172,180.00
113	Reallocated reserves/underspend		£37,642.00	£66,109.00	?	£73,000.00
114	Anticipated Income		£16,158.00	£16,000.00	£11,770.00	£11,970.00
115	Total		£205,220.00	£241,100.00	£11,770.00	£257,150.00

KNARESBOROUGH TOWN COUNCIL**December 2023 Schedule of Accounts**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description	Initials
A Davies	113	45.20	0.00	45.20	Bright Friday Road Closure Expenses	
Allan Smyth Audio Visual	114	520.00	0.00	520.00	Bright Friday Sound and Lighting	
Friends of Meadowside	115	100.00	0.00	100.00	Bright Friday Entertainment	
Knaresborough Choral Society	116	100.00	0.00	100.00	Bright Friday Entertainment	
Knaresborough Silver Band	117	100.00	0.00	100.00	Bright Friday Entertainment	
Chevron Traffic Mngt	118	1,240.00	248.00	1,488.00	Remembrance Road Closure	
NALC	119	43.37	8.67	52.04	K Davies Cllr Training 'How Local Councils Benefit from the Levelling Up Agenda'	
NALC	120	43.37	8.67	52.04	K Davies Cllr Training 'Winning Strategies for the Funding Game'	
Arena	121	95.64	19.12	114.76	Photocopies	
Clerk	122	20.00	0.00	20.00	Gift for Library as thank you for Bright Friday	
Friendship and Leisure	123	45.00	0.00	45.00	Donation for Storage and Bright Friday First Aid facility	

Internal Audit Yorkshire	124	425.00	0.00	425.00	Interim Internal Audit and report	
BT	125	172.62	34.52	207.14	Broadband	
BT	126	60.31	9.25	69.56	Cloud Voice	
Siemens	127	291.81	58.36	350.17	Copier Lease Jan - Mar 2024	
Aspin Park Academy	128	400.00	0.00	400.00	Grant award min no. 23/027	
National World Publishing Ltd	129	607.50	121.50	729.00	Recruitment advertising min no. 23/007 S	
Pitney Bowes	130	75.39	15.08	90.47	Franking Machine contract	
Salaries, Tax and NI, Pensions	131-134	4,837.17	0.00	4,837.17		
Weirside Terrace	135	57.28	0.00	57.28	Leased land	
St Johns Ambulance	136	105.60	21.12	126.72	Bright Friday First Aid	
Total		9,385.26	544.29	9,929.55		

KNARESBOROUGH TOWN COUNCIL**January 2024 Schedule of Accounts**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description	Initials
H Westmancoat	137	12.70	0.00	12.70	Travel Expenses	
YLCA	138	66.80	0.00	66.80	H Gostlow Training	
Pitney Bowes	139	75.39	15.08	90.47	Franking Machine	
Henshaws	140	500.00	0.00	500.00	Grant award Min No. 23/137	
Knot Another Choir	141	2,040.00	0.00	2,040.00	Grant award Min No. 23/137	
Citizens Advice	142	1,500.00	0.00	1,500.00	Grant award Min No. 23/137	
Knareborough Museum Association	143	2,000.00	0.00	2,000.00	Grant award Min No. 23/137	
LITE	144	5,725.50	1,145.10	6,870.60	Christmas Lights 2023 Season payment 3 of 3	
YLCA	145	448.00	0.00	448.00	Whole Council training	
Shepley Band	146	100.00	0.00	100.00	Band payment 2023 season Castle	
Friendship and Leisure	147	20.00	0.00	20.00	Donation Min. No. 23/100	
Salaries, Tax and NI, Pensions	148-151	4,837.17	0.00	4,837.17		
BT	152	34.60	6.92	41.52		
Total		17,360.16	1,167.10	18,527.26		

KNARESBOROUGH TOWN COUNCIL**February 2024 Schedule of Accounts**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description	Initials
Friendship and Leisure	153	20.00	0.00	20.00	Donation Min. No. 23/100	
Deputy Mayor	154	16.90	0.00	16.90	Travel expenses	
Selectplan LTD	155	330.00	66.00	396.00	Castle Lighting contract	
YLCA	156	25.00	0.00	25.00	Cllr Oakes training	
ICO	157	40.00	0.00	40.00	Data Protection annual fee	
BT	158	47.59	9.52	57.11	Phone/Internet	
Vision ICT	159	258.25	51.65	309.90	Annual website hosting, support and emails	
Vision ICT	160	25.00	5.00	30.00	Website text and imagery training - Clerk	
YLCA	161	33.40	0.00	33.40	Cllr Westmancoat training	
Salaries, Tax and NI and Pensions	162 - 165	5,437.52	0.00	5,437.52	Incl extra hours worked	
Total		6,233.66	132.17	6,365.83		

KNARESBOROUGH TOWN COUNCIL

March 2024 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description	Initials
Friendship and Leisure	166	20.00	0.00	20.00	Traffic storage donation	
Xerox	167	600.15	120.03	720.18	Copier rental	
Deputy Clerk reimburse	168	8.65	0.00	8.65	Office expenses	
BT	169	83.85	16.77	100.62	Qrtly Business bill	
Vision ICT	170	234.00	46.80	280.80	13 x email hosted	
Arena Group	171	178.77	35.76	214.53	Photocopies	
YLCA	172	25.00	0.00	25.00	Cllr training K Davies	
YLCA	173	25.00	0.00	25.00	Cllr training K Davies	
YLCA	174	66.80	0.00	66.80	Cllr training M Longhurst	
Spa ICT	175	45.00	9.00	54.00	Call out new user	
BT	176	45.48	9.10	54.58	Phone/Internet	
Friends of Harrogate Music Centre	177	100.00	0.00	100.00	Donation - bands in the castle	
North Yorkshire Council	178	2,770.14	554.03	3,324.17	Maintenance of Flower beds	
Mayor H Gostlow	179	1,000.00	0.00	1,000.00	Mayoral allowance Part 2	
D3 Office	180	149.25	29.85	179.10	Replacement Office Chair	
KASHS	181	900.00	0.00	900.00	Allotment Maintenance grant	
Salaries, Tax and NI and Pensions	182 - 186	6,685.54	0.00	6,685.54		
Total		12,937.63	821.34	13,758.97		

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	30/11/2023		5,000.00
			<u>5,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	30/11/2023		283,836.63
			<u>283,836.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			283,836.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			283,836.63
		Balance per Cash Book is :-	283,836.63
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00	-1,920.00	5,072.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50	-3,000.00	9,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	1,615.00		1,615.00
328 EMR Links Charity	6,000.00	-1,850.00	4,150.00
329 King George V Field	4,535.00		4,535.00
330 EMR - KBoro House	5,500.00		5,500.00
331 EMR - Bebra Match Fund	1,277.10	-1,277.10	0.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
335 Mayoral Charity Fund	504.08	-500.00	4.08
	<u>65,986.68</u>	<u>-30,047.10</u>	<u>35,939.58</u>

Summary Receipts & Payments by Budget Heading 30/11/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	174,087	0	(174,087)		
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>173,587</u>				
101	Administration					
	Payments	5,332	12,500	7,168		7,168
102	Staff Costs					
	Payments	38,423	86,000	47,577		47,577
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	165	1,200	1,035		1,035
105	Mayoral Expenses					
	Payments	3,557	5,000	1,443		1,443
	plus Transfer from EMR	500				
	Movement to/(from) Gen Reserve	<u>(3,057)</u>				
110	Grants/Donations					
	Payments	14,610	25,000	10,390		10,390
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(14,610)</u>				
120	Events/Projects					
	Payments	45,013	108,400	63,387		63,387
	plus Transfer from EMR	8,047				
	Movement to/(from) Gen Reserve	<u>(36,966)</u>				
999	VAT Data					
	Receipts	5,627	0	(5,627)		
	Payments	6,871	0	(6,871)		(6,871)
	Movement to/(from) Gen Reserve	<u>(1,244)</u>				
Grand Totals:- Receipts		179,714	0	(179,714)		
Payments		113,971	241,100	127,129	0	127,129
Net Receipts over Payments		<u>65,743</u>	<u>(241,100)</u>	<u>(306,843)</u>		
plus Transfer from EMR		8,547				
less Transfers to EMR		500				
Movement to/(from) Gen Reserve		<u>73,790</u>				

Detailed Receipts & Payments by Budget Heading 30/11/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
100 Income						
1000 Allotments Income	5,597	0	(5,597)			
1012 Christmas Lighs HBC agreement	3,000	0	(3,000)			
1065 Misc	3,500	0	(3,500)			500
1075 CIL	653	0	(653)			
1076 Precept	158,991	0	(158,991)			
1090 Bank Interest	2,347	0	(2,347)			
Income :- Receipts	<u>174,087</u>	<u>0</u>	<u>(174,087)</u>			<u>500</u>
Net Receipts	<u>174,087</u>	<u>0</u>	<u>(174,087)</u>			
6001 less Transfers to EMR	500					
Movement to/(from) Gen Reserve	<u>173,587</u>					
101 Administration						
4005 Bank Charges	37	100	63		63	
4021 Stationery	186	450	264		264	
4022 Postages	0	250	250		250	
4023 Telephones & Internet	408	800	392		392	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	1,132	2,200	1,068		1,068	
4027 Photocopier	797	1,600	803		803	
4043 Recruitment costs	0	200	200		200	
4045 Audit	820	1,700	880		880	
4050 Legal	0	1,000	1,000		1,000	
4074 Bank Charges	6	0	(6)		(6)	
4075 Subscriptions	1,945	2,200	255		255	
Administration :- Indirect Payments	<u>5,332</u>	<u>12,500</u>	<u>7,168</u>	<u>0</u>	<u>7,168</u>	<u>0</u>
Net Payments	<u>(5,332)</u>	<u>(12,500)</u>	<u>(7,168)</u>			
102 Staff Costs						
4000 Wages & Salaries	23,770	59,000	35,230		35,230	
4001 Tax & NI	6,506	0	(6,506)		(6,506)	
4002 Pension	8,147	0	(8,147)		(8,147)	
4004 Staffing other	0	27,000	27,000		27,000	
Staff Costs :- Indirect Payments	<u>38,423</u>	<u>86,000</u>	<u>47,577</u>	<u>0</u>	<u>47,577</u>	<u>0</u>
Net Payments	<u>(38,423)</u>	<u>(86,000)</u>	<u>(47,577)</u>			

Detailed Receipts & Payments by Budget Heading 30/11/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
103 Establishment Costs						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>			
104 Training						
4030 Training/Travel Clls	165	200	35		35	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
Training :- Indirect Payments	<u>165</u>	<u>1,200</u>	<u>1,035</u>	<u>0</u>	<u>1,035</u>	<u>0</u>
Net Payments	<u>(165)</u>	<u>(1,200)</u>	<u>(1,035)</u>			
105 Mayoral Expenses						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	1,000	2,000	1,000		1,000	
4056 Mayor's Charitable Fund	565	500	(65)		(65)	500
4057 Mayoral Bebra Visit	600	600	0		0	
4058 Mayor Making	1,393	1,400	7		7	
Mayoral Expenses :- Indirect Payments	<u>3,557</u>	<u>5,000</u>	<u>1,443</u>	<u>0</u>	<u>1,443</u>	<u>500</u>
Net Payments	<u>(3,557)</u>	<u>(5,000)</u>	<u>(1,443)</u>			
6000 plus Transfer from EMR	500					
Movement to/(from) Gen Reserve	<u>(3,057)</u>					
110 Grants/Donations						
4070 Grants	14,450	20,000	5,550		5,550	
4071 Green Grants Project	0	5,000	5,000		5,000	
4072 Donations	160	0	(160)		(160)	
Grants/Donations :- Indirect Payments	<u>14,610</u>	<u>25,000</u>	<u>10,390</u>	<u>0</u>	<u>10,390</u>	<u>0</u>
Net Payments	<u>(14,610)</u>	<u>(25,000)</u>	<u>(10,390)</u>			
120 Events/Projects						
4059 Acquisitions Policy devel	0	1,500	1,500		1,500	
4061 Christmas Switch On	299	2,200	1,901		1,901	
4062 Christmas Lights Contract	20,177	35,000	14,824		14,824	3,000
4063 Castle project for 2030	0	500	500		500	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	
4066 High St/Mkt Place Improvement	0	5,000	5,000		5,000	

Detailed Receipts & Payments by Budget Heading 30/11/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4067 Designated Bathing Site	0	5,000	5,000		5,000	
4068 Butter Lane/Raw Gap Lighting	0	1,000	1,000		1,000	
4078 Survey	0	500	500		500	
4079 Land Train eval/support	0	6,000	6,000		6,000	
4080 Event Power Point	0	5,000	5,000		5,000	
4084 Flags & Bunting	0	3,000	3,000		3,000	
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	1,920	0	(1,920)		(1,920)	1,920
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	
4089 VAS	8,091	6,000	(2,091)		(2,091)	
4090 Coronation 2023	1,654	5,000	3,346		3,346	
4091 Promotion	130	5,000	4,870		4,870	
4095 Bebra Reception	1,277	0	(1,277)		(1,277)	1,277
4096 Remembrance	150	500	350		350	
4097 Flower Beds	0	3,000	3,000		3,000	
4101 Road Closure Mgmt	0	1,000	1,000		1,000	
4102 Cony-Hall Improvements	0	10,000	10,000		10,000	
4103 Bands at Castle	0	700	700		700	
4104 Community Stage	8,750	5,000	(3,750)		(3,750)	
4106 Trees	0	1,000	1,000		1,000	
4107 Projects Contingency	0	3,000	3,000		3,000	
4999 Transfers To/From Reserves	2,565	0	(2,565)		(2,565)	1,850
Events/Projects :- Indirect Payments	45,013	108,400	63,387	0	63,387	8,047
Net Payments	(45,013)	(108,400)	(63,387)			
6000 plus Transfer from EMR	8,047					
Movement to/(from) Gen Reserve	(36,966)					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	5,627	0	(5,627)			
VAT Data :- Receipts	5,627	0	(5,627)			0
515 VAT on spend - input automatic	6,871	0	(6,871)		(6,871)	
VAT Data :- Indirect Payments	6,871	0	(6,871)	0	(6,871)	0
Net Receipts over Payments	(1,244)	0	1,244			
Grand Totals:- Receipts	179,714	0	(179,714)			
Payments	113,971	241,100	127,129	0	127,129	
Net Receipts over Payments	65,743	(241,100)	(306,843)			
plus Transfer from EMR	8,547					
less Transfers to EMR	500					
Movement to/(from) Gen Reserve	73,790					

**Bank Reconciliation Statement as at 29/12/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	29/12/2023		5,000.00
			<hr/> 5,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/12/2023
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	29/12/2023		274,223.27
			<u>274,223.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			274,223.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			274,223.27
		Balance per Cash Book is :-	274,223.27
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00	-1,920.00	5,072.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50	-3,000.00	9,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	1,615.00		1,615.00
328 EMR Links Charity	6,000.00	-1,850.00	4,150.00
329 King George V Field	4,535.00		4,535.00
330 EMR - KBoro House	5,500.00		5,500.00
331 EMR - Bebra Match Fund	1,277.10	-1,277.10	0.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
335 Mayoral Charity Fund	504.08	-500.00	4.08
	<u>65,986.68</u>	<u>-30,047.10</u>	<u>35,939.58</u>

Summary Receipts & Payments by Budget Heading 29/12/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	174,118	0	(174,118)		
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>173,618</u>				
101	Administration					
	Payments	6,775	12,500	5,725		5,725
102	Staff Costs					
	Payments	43,260	86,000	42,740		42,740
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	251	1,200	949		949
105	Mayoral Expenses					
	Payments	3,557	5,000	1,443		1,443
	plus Transfer from EMR	500				
	Movement to/(from) Gen Reserve	<u>(3,057)</u>				
110	Grants/Donations					
	Payments	15,010	25,000	9,990		9,990
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(15,010)</u>				
120	Events/Projects					
	Payments	47,346	108,400	61,054		61,054
	plus Transfer from EMR	8,047				
	Movement to/(from) Gen Reserve	<u>(39,299)</u>				
999	VAT Data					
	Receipts	5,627	0	(5,627)		
	Payments	7,415	0	(7,415)		(7,415)
	Movement to/(from) Gen Reserve	<u>(1,788)</u>				
Grand Totals:- Receipts		179,745	0	(179,745)		
Payments		123,615	241,100	117,485	0	117,485
Net Receipts over Payments		<u>56,130</u>	<u>(241,100)</u>	<u>(297,230)</u>		
plus Transfer from EMR		8,547				
less Transfers to EMR		500				
Movement to/(from) Gen Reserve		<u>64,177</u>				

Detailed Receipts & Payments by Budget Heading 29/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
100 Income						
1000 Allotments Income	5,597	0	(5,597)			
1012 Christmas Lighs HBC agreement	3,000	0	(3,000)			
1035 Photocopying	(292)	0	292			
1065 Misc	3,500	0	(3,500)			500
1075 CIL	653	0	(653)			
1076 Precept	158,991	0	(158,991)			
1090 Bank Interest	2,669	0	(2,669)			
	174,118	0	(174,118)			500
Income :- Receipts						
	174,118	0	(174,118)			
Net Receipts						
6001 less Transfers to EMR	500					
Movement to/(from) Gen Reserve						
	173,618					
101 Administration						
4005 Bank Charges	43	100	57		57	
4021 Stationery	186	450	264		264	
4022 Postages	75	250	175		175	
4023 Telephones & Internet	641	800	159		159	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	1,132	2,200	1,068		1,068	
4027 Photocopier	893	1,600	707		707	
4043 Recruitment costs	608	200	(408)		(408)	
4045 Audit	1,245	1,700	455		455	
4050 Legal	0	1,000	1,000		1,000	
4074 Bank Charges	6	0	(6)		(6)	
4075 Subscriptions	1,945	2,200	255		255	
	6,775	12,500	5,725	0	5,725	0
Administration :- Indirect Payments						
	(6,775)	(12,500)	(5,725)			
Net Payments						
102 Staff Costs						
4000 Wages & Salaries	26,733	59,000	32,267		32,267	
4001 Tax & NI	7,422	0	(7,422)		(7,422)	
4002 Pension	9,105	0	(9,105)		(9,105)	
4004 Staffing other	0	27,000	27,000		27,000	
	43,260	86,000	42,740	0	42,740	0
Staff Costs :- Indirect Payments						
	(43,260)	(86,000)	(42,740)			
Net Payments						

Detailed Receipts & Payments by Budget Heading 29/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
103 Establishment Costs						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>			
104 Training						
4030 Training/Travel Clls	251	200	(51)		(51)	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
Training :- Indirect Payments	<u>251</u>	<u>1,200</u>	<u>949</u>	<u>0</u>	<u>949</u>	<u>0</u>
Net Payments	<u>(251)</u>	<u>(1,200)</u>	<u>(949)</u>			
105 Mayoral Expenses						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	1,000	2,000	1,000		1,000	
4056 Mayor's Charitable Fund	565	500	(65)		(65)	500
4057 Mayoral Bebra Visit	600	600	0		0	
4058 Mayor Making	1,393	1,400	7		7	
Mayoral Expenses :- Indirect Payments	<u>3,557</u>	<u>5,000</u>	<u>1,443</u>	<u>0</u>	<u>1,443</u>	<u>500</u>
Net Payments	<u>(3,557)</u>	<u>(5,000)</u>	<u>(1,443)</u>			
6000 plus Transfer from EMR	500					
Movement to/(from) Gen Reserve	<u>(3,057)</u>					
110 Grants/Donations						
4070 Grants	14,450	20,000	5,550		5,550	
4071 Green Grants Project	400	5,000	4,600		4,600	
4072 Donations	160	0	(160)		(160)	
Grants/Donations :- Indirect Payments	<u>15,010</u>	<u>25,000</u>	<u>9,990</u>	<u>0</u>	<u>9,990</u>	<u>0</u>
Net Payments	<u>(15,010)</u>	<u>(25,000)</u>	<u>(9,990)</u>			
120 Events/Projects						
4059 Acquisitions Policy devel	0	1,500	1,500		1,500	
4061 Christmas Switch On	1,335	2,200	865		865	
4062 Christmas Lights Contract	20,177	35,000	14,824		14,824	3,000
4063 Castle project for 2030	0	500	500		500	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	
4066 High St/Mkt Place Improvement	0	5,000	5,000		5,000	

Detailed Receipts & Payments by Budget Heading 29/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4067 Designated Bathing Site	0	5,000	5,000		5,000	
4068 Butter Lane/Raw Gap Lighting	0	1,000	1,000		1,000	
4078 Survey	0	500	500		500	
4079 Land Train eval/support	0	6,000	6,000		6,000	
4080 Event Power Point	0	5,000	5,000		5,000	
4081 Weirside Terrace Expend.	57	0	(57)		(57)	
4084 Flags & Bunting	0	3,000	3,000		3,000	
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	1,920	0	(1,920)		(1,920)	1,920
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	
4089 VAS	8,091	6,000	(2,091)		(2,091)	
4090 Coronation 2023	1,654	5,000	3,346		3,346	
4091 Promotion	130	5,000	4,870		4,870	
4095 Bebra Reception	1,277	0	(1,277)		(1,277)	1,277
4096 Remembrance	1,390	500	(890)		(890)	
4097 Flower Beds	0	3,000	3,000		3,000	
4101 Road Closure Mgmt	0	1,000	1,000		1,000	
4102 Cony-Hall Improvements	0	10,000	10,000		10,000	
4103 Bands at Castle	0	700	700		700	
4104 Community Stage	8,750	5,000	(3,750)		(3,750)	
4106 Trees	0	1,000	1,000		1,000	
4107 Projects Contingency	0	3,000	3,000		3,000	
4999 Transfers To/From Reserves	2,565	0	(2,565)		(2,565)	1,850
Events/Projects :- Indirect Payments	47,346	108,400	61,054	0	61,054	8,047
Net Payments	(47,346)	(108,400)	(61,054)			
6000 plus Transfer from EMR	8,047					
Movement to/(from) Gen Reserve	(39,299)					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	5,627	0	(5,627)			
VAT Data :- Receipts	5,627	0	(5,627)			0
515 VAT on spend - input automatic	7,415	0	(7,415)		(7,415)	
VAT Data :- Indirect Payments	7,415	0	(7,415)	0	(7,415)	0
Net Receipts over Payments	(1,788)	0	1,788			

Detailed Receipts & Payments by Budget Heading 29/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Receipts	179,745	0	(179,745)			
Payments	123,615	241,100	117,485	0	117,485	
Net Receipts over Payments	<u>56,130</u>	<u>(241,100)</u>	<u>(297,230)</u>			
plus Transfer from EMR	8,547					
less Transfers to EMR	500					
Movement to/(from) Gen Reserve	<u>64,177</u>					

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	31/01/2024		5,000.00
			<u>5,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	31/01/2024		260,896.19
			<u>260,896.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			260,896.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			260,896.19
		Balance per Cash Book is :-	260,896.19
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00	-1,920.00	5,072.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50	-3,000.00	9,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	1,615.00		1,615.00
328 EMR Links Charity	6,000.00	-1,850.00	4,150.00
329 King George V Field	4,535.00		4,535.00
330 EMR - KBoro House	5,500.00		5,500.00
331 EMR - Bebra Match Fund	1,277.10	-1,277.10	0.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
335 Mayoral Charity Fund	504.08	-500.00	4.08
	<u>65,986.68</u>	<u>-30,047.10</u>	<u>35,939.58</u>

Summary Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	174,822	0	(174,822)		
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>174,322</u>				
101	Administration					
	Payments	6,894	12,500	5,606		5,606
102	Staff Costs					
	Payments	48,097	86,000	37,903		37,903
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	778	1,200	422		422
105	Mayoral Expenses					
	Payments	3,557	5,000	1,443		1,443
	plus Transfer from EMR	500				
	Movement to/(from) Gen Reserve	<u>(3,057)</u>				
110	Grants/Donations					
	Payments	21,070	25,000	3,930		3,930
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(21,070)</u>				
120	Events/Projects					
	Payments	53,172	108,400	55,228		55,228
	plus Transfer from EMR	8,047				
	Movement to/(from) Gen Reserve	<u>(45,125)</u>				
999	VAT Data					
	Receipts	10,130	0	(10,130)		
	Payments	8,582	0	(8,582)		(8,582)
	Movement to/(from) Gen Reserve	<u>1,548</u>				
	Grand Totals:- Receipts	<u>184,952</u>	<u>0</u>	<u>(184,952)</u>		
	Payments	<u>142,150</u>	<u>241,100</u>	<u>98,950</u>	<u>0</u>	<u>98,950</u>
	Net Receipts over Payments	<u>42,803</u>	<u>(241,100)</u>	<u>(283,903)</u>		
	plus Transfer from EMR	8,547				
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>50,850</u>				

Detailed Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
100 Income						
1000 Allotments Income	5,597	0	(5,597)			
1012 Christmas Lighs HBC agreement	3,000	0	(3,000)			
1035 Photocopying	(292)	0	292			
1065 Misc	3,850	0	(3,850)			500
1075 CIL	653	0	(653)			
1076 Precept	158,991	0	(158,991)			
1090 Bank Interest	3,023	0	(3,023)			
	174,822	0	(174,822)			500
	174,822	0	(174,822)			
6001 less Transfers to EMR	500					
Movement to/(from) Gen Reserve	174,322					
101 Administration						
4005 Bank Charges	52	100	48		48	
4021 Stationery	186	450	264		264	
4022 Postages	151	250	99		99	
4023 Telephones & Internet	676	800	124		124	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	1,132	2,200	1,068		1,068	
4027 Photocopier	893	1,600	707		707	
4043 Recruitment costs	608	200	(408)		(408)	
4045 Audit	1,245	1,700	455		455	
4050 Legal	0	1,000	1,000		1,000	
4074 Bank Charges	6	0	(6)		(6)	
4075 Subscriptions	1,945	2,200	255		255	
	6,894	12,500	5,606	0	5,606	0
	(6,894)	(12,500)	(5,606)			
102 Staff Costs						
4000 Wages & Salaries	29,715	59,000	29,285		29,285	
4001 Tax & NI	8,320	0	(8,320)		(8,320)	
4002 Pension	10,063	0	(10,063)		(10,063)	
4004 Staffing other	0	27,000	27,000		27,000	
	48,097	86,000	37,903	0	37,903	0
	(48,097)	(86,000)	(37,903)			

Detailed Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
103 Establishment Costs						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>			
104 Training						
4030 Training/Travel Clls	778	200	(578)		(578)	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
Training :- Indirect Payments	<u>778</u>	<u>1,200</u>	<u>422</u>	<u>0</u>	<u>422</u>	<u>0</u>
Net Payments	<u>(778)</u>	<u>(1,200)</u>	<u>(422)</u>			
105 Mayoral Expenses						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	1,000	2,000	1,000		1,000	
4056 Mayor's Charitable Fund	565	500	(65)		(65)	500
4057 Mayoral Bebra Visit	600	600	0		0	
4058 Mayor Making	1,393	1,400	7		7	
Mayoral Expenses :- Indirect Payments	<u>3,557</u>	<u>5,000</u>	<u>1,443</u>	<u>0</u>	<u>1,443</u>	<u>500</u>
Net Payments	<u>(3,557)</u>	<u>(5,000)</u>	<u>(1,443)</u>			
6000 plus Transfer from EMR	500					
Movement to/(from) Gen Reserve	<u>(3,057)</u>					
110 Grants/Donations						
4070 Grants	20,490	20,000	(490)		(490)	
4071 Green Grants Project	400	5,000	4,600		4,600	
4072 Donations	180	0	(180)		(180)	
Grants/Donations :- Indirect Payments	<u>21,070</u>	<u>25,000</u>	<u>3,930</u>	<u>0</u>	<u>3,930</u>	<u>0</u>
Net Payments	<u>(21,070)</u>	<u>(25,000)</u>	<u>(3,930)</u>			
120 Events/Projects						
4059 Acquisitions Policy devel	0	1,500	1,500		1,500	
4061 Christmas Switch On	1,335	2,200	865		865	
4062 Christmas Lights Contract	25,902	35,000	9,098		9,098	3,000
4063 Castle project for 2030	0	500	500		500	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	
4066 High St/Mkt Place Improvement	0	5,000	5,000		5,000	

Detailed Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4067 Designated Bathing Site	0	5,000	5,000		5,000	
4068 Butter Lane/Raw Gap Lighting	0	1,000	1,000		1,000	
4078 Survey	0	500	500		500	
4079 Land Train eval/support	0	6,000	6,000		6,000	
4080 Event Power Point	0	5,000	5,000		5,000	
4081 Weirside Terrace Expend.	57	0	(57)		(57)	
4084 Flags & Bunting	0	3,000	3,000		3,000	
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	1,920	0	(1,920)		(1,920)	1,920
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	
4089 VAS	8,091	6,000	(2,091)		(2,091)	
4090 Coronation 2023	1,654	5,000	3,346		3,346	
4091 Promotion	130	5,000	4,870		4,870	
4095 Bebra Reception	1,277	0	(1,277)		(1,277)	1,277
4096 Remembrance	1,390	500	(890)		(890)	
4097 Flower Beds	0	3,000	3,000		3,000	
4101 Road Closure Mgmt	0	1,000	1,000		1,000	
4102 Cony-Hall Improvements	0	10,000	10,000		10,000	
4103 Bands at Castle	100	700	600		600	
4104 Community Stage	8,750	5,000	(3,750)		(3,750)	
4106 Trees	0	1,000	1,000		1,000	
4107 Projects Contingency	0	3,000	3,000		3,000	
4999 Transfers To/From Reserves	2,565	0	(2,565)		(2,565)	1,850
Events/Projects :- Indirect Payments	53,172	108,400	55,228	0	55,228	8,047
Net Payments	(53,172)	(108,400)	(55,228)			
6000 plus Transfer from EMR	8,047					
Movement to/(from) Gen Reserve	(45,125)					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	10,130	0	(10,130)			
VAT Data :- Receipts	10,130	0	(10,130)			0
515 VAT on spend - input automatic	8,582	0	(8,582)		(8,582)	
VAT Data :- Indirect Payments	8,582	0	(8,582)	0	(8,582)	0
Net Receipts over Payments	1,548	0	(1,548)			

Detailed Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Receipts	184,952	0	(184,952)			
Payments	142,150	241,100	98,950	0	98,950	
Net Receipts over Payments	<u>42,803</u>	<u>(241,100)</u>	<u>(283,903)</u>			
plus Transfer from EMR	8,547					
less Transfers to EMR	500					
Movement to/(from) Gen Reserve	<u>50,850</u>					

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	29/02/2024		5,000.00
			<u>5,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	29/02/2024		254,823.38
			<u>254,823.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			254,823.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			254,823.38
		Balance per Cash Book is :-	254,823.38
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Summary Receipts & Payments by Budget Heading 29/02/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	175,122	0	(175,122)		
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>174,622</u>				
101	Administration					
	Payments	7,246	12,500	5,254		5,254
102	Staff Costs					
	Payments	53,535	86,000	32,465		32,465
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	878	1,200	322		322
105	Mayoral Expenses					
	Payments	3,557	5,000	1,443		1,443
	plus Transfer from EMR	500				
	Movement to/(from) Gen Reserve	<u>(3,057)</u>				
110	Grants/Donations					
	Payments	21,070	25,000	3,930		3,930
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(21,070)</u>				
120	Events/Projects					
	Payments	53,522	108,400	54,878		54,878
	plus Transfer from EMR	8,047				
	Movement to/(from) Gen Reserve	<u>(45,475)</u>				
999	VAT Data					
	Receipts	10,130	0	(10,130)		
	Payments	8,714	0	(8,714)		(8,714)
	Movement to/(from) Gen Reserve	<u>1,416</u>				
	Grand Totals:- Receipts	185,252	0	(185,252)		
	Payments	148,522	241,100	92,578	0	92,578
	Net Receipts over Payments	<u>36,730</u>	<u>(241,100)</u>	<u>(277,830)</u>		
	plus Transfer from EMR	8,547				
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>44,777</u>				

Detailed Receipts & Payments by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
100 Income						
1000 Allotments Income	5,597	0	(5,597)			
1012 Christmas Lighs HBC agreement	3,000	0	(3,000)			
1035 Photocopying	(292)	0	292			
1065 Misc	3,850	0	(3,850)			500
1075 CIL	653	0	(653)			
1076 Precept	158,991	0	(158,991)			
1090 Bank Interest	3,323	0	(3,323)			
	175,122	0	(175,122)			500
	Income :- Receipts					
	175,122	0	(175,122)			
	Net Receipts					
6001 less Transfers to EMR	500					
	174,622					
	Movement to/(from) Gen Reserve					
101 Administration						
4005 Bank Charges	58	100	42		42	
4021 Stationery	186	450	264		264	
4022 Postages	151	250	99		99	
4023 Telephones & Internet	723	800	77		77	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	1,391	2,200	809		809	
4027 Photocopier	893	1,600	707		707	
4043 Recruitment costs	608	200	(408)		(408)	
4045 Audit	1,245	1,700	455		455	
4050 Legal	0	1,000	1,000		1,000	
4074 Bank Charges	6	0	(6)		(6)	
4075 Subscriptions	1,985	2,200	215		215	
	7,246	12,500	5,254	0	5,254	0
	Administration :- Indirect Payments					
	(7,246)	(12,500)	(5,254)			
	Net Payments					
102 Staff Costs						
4000 Wages & Salaries	33,079	59,000	25,921		25,921	
4001 Tax & NI	9,436	0	(9,436)		(9,436)	
4002 Pension	11,020	0	(11,020)		(11,020)	
4004 Staffing other	0	27,000	27,000		27,000	
	53,535	86,000	32,465	0	32,465	0
	Staff Costs :- Indirect Payments					
	(53,535)	(86,000)	(32,465)			
	Net Payments					

Detailed Receipts & Payments by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>103 Establishment Costs</u>						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>			
<u>104 Training</u>						
4030 Training/Travel Clls	853	200	(653)		(653)	
4035 Training/Travel Staff	25	1,000	975		975	
Training :- Indirect Payments	<u>878</u>	<u>1,200</u>	<u>322</u>	<u>0</u>	<u>322</u>	<u>0</u>
Net Payments	<u>(878)</u>	<u>(1,200)</u>	<u>(322)</u>			
<u>105 Mayoral Expenses</u>						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	1,000	2,000	1,000		1,000	
4056 Mayor's Charitable Fund	565	500	(65)		(65)	500
4057 Mayoral Bebra Visit	600	600	0		0	
4058 Mayor Making	1,393	1,400	7		7	
Mayoral Expenses :- Indirect Payments	<u>3,557</u>	<u>5,000</u>	<u>1,443</u>	<u>0</u>	<u>1,443</u>	<u>500</u>
Net Payments	<u>(3,557)</u>	<u>(5,000)</u>	<u>(1,443)</u>			
6000 plus Transfer from EMR	500					
Movement to/(from) Gen Reserve	<u>(3,057)</u>					
<u>110 Grants/Donations</u>						
4070 Grants	20,490	20,000	(490)		(490)	
4071 Green Grants Project	400	5,000	4,600		4,600	
4072 Donations	180	0	(180)		(180)	
Grants/Donations :- Indirect Payments	<u>21,070</u>	<u>25,000</u>	<u>3,930</u>	<u>0</u>	<u>3,930</u>	<u>0</u>
Net Payments	<u>(21,070)</u>	<u>(25,000)</u>	<u>(3,930)</u>			
<u>120 Events/Projects</u>						
4059 Acquisitions Policy devel	0	1,500	1,500		1,500	
4061 Christmas Switch On	1,335	2,200	865		865	
4062 Christmas Lights Contract	25,902	35,000	9,098		9,098	3,000
4063 Castle project for 2030	0	500	500		500	
4064 Castle Lights Maintenance	330	1,000	670		670	
4066 High St/Mkt Place Improvement	0	5,000	5,000		5,000	

Detailed Receipts & Payments by Budget Heading 29/02/2024

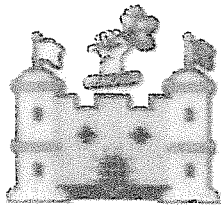
Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4067 Designated Bathing Site	0	5,000	5,000		5,000	
4068 Butter Lane/Raw Gap Lighting	0	1,000	1,000		1,000	
4078 Survey	0	500	500		500	
4079 Land Train eval/support	0	6,000	6,000		6,000	
4080 Event Power Point	0	5,000	5,000		5,000	
4081 Weirside Terrace Expend.	57	0	(57)		(57)	
4084 Flags & Bunting	0	3,000	3,000		3,000	
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	1,920	0	(1,920)		(1,920)	1,920
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	
4089 VAS	8,091	6,000	(2,091)		(2,091)	
4090 Coronation 2023	1,654	5,000	3,346		3,346	
4091 Promotion	130	5,000	4,870		4,870	
4095 Bebra Reception	1,277	0	(1,277)		(1,277)	1,277
4096 Remembrance	1,390	500	(890)		(890)	
4097 Flower Beds	0	3,000	3,000		3,000	
4101 Road Closure Mgmt	20	1,000	980		980	
4102 Cony-Hall Improvements	0	10,000	10,000		10,000	
4103 Bands at Castle	100	700	600		600	
4104 Community Stage	8,750	5,000	(3,750)		(3,750)	
4106 Trees	0	1,000	1,000		1,000	
4107 Projects Contingency	0	3,000	3,000		3,000	
4999 Transfers To/From Reserves	2,565	0	(2,565)		(2,565)	1,850
Events/Projects :- Indirect Payments	53,522	108,400	54,878	0	54,878	8,047
Net Payments	(53,522)	(108,400)	(54,878)			
6000 plus Transfer from EMR	8,047					
Movement to/(from) Gen Reserve	(45,475)					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	10,130	0	(10,130)			
VAT Data :- Receipts	10,130	0	(10,130)			0
515 VAT on spend - input automatic	8,714	0	(8,714)		(8,714)	
VAT Data :- Indirect Payments	8,714	0	(8,714)	0	(8,714)	0
Net Receipts over Payments	1,416	0	(1,416)			

Detailed Receipts & Payments by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Receipts	185,252	0	(185,252)			
Payments	148,522	241,100	92,578	0	92,578	
Net Receipts over Payments	<u>36,730</u>	<u>(241,100)</u>	<u>(277,830)</u>			
plus Transfer from EMR	8,547					
less Transfers to EMR	500					
Movement to/(from) Gen Reserve	<u>44,777</u>					



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*	Holy Trinity Church and Hall
Primary Contact regarding application:	Revd Garry Hinchcliffe
Address:	Holy Trinity Church Briggate Knaresborough. HG5 8BQ
Telephone number:	01937 53671032
Email address:	Garry.hinchcliffe@leeds.anglican.org
Project/Event title:	Resurfacing of road
Total cost of project:	£58,176.83
Amount of grant requested from KTC	£5,000
Date of Application	25 th March 2024

The Applicant:

What is the main purpose of your organisation?	The Church itself is a faith-based organisation however, the Church Hall is used by many in the Knaresborough community
How many years has your organisation been in existence?	Since 1856
If your organisation run by a Committee? If yes, how many Committee members?	Run locally by a Church committee and by a wider Knaresborough based Parochial Church Council
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	n/a

<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>The reason for the application is predominantly twofold:</p> <ol style="list-style-type: none"> 1. The Church Hall is the base for the much needed and used weekly Knaresborough Foodbank 2. There is a popular playgroup on a Thursday morning <p>Both groups are open to all</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>Holy Trinity itself is part of the Church of England</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> • 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, 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 <p>Does your organisation meet these requirements:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

The Project/Event/Individual's role:

<p>Brief description of scheme</p>	<p>Resurfacing of road around church and hall at Holy Trinity Church, Briggate, Knaresborough.</p>
<p>What are the aims of the project/event?</p>	<p>As above</p>
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>It will make access to the venue safer for all users. Currently the road is very dangerous and hazardous.</p>
<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	<p>If the hall was easier and safer to access it could be used by many more town groups, organisations and individuals.</p>

What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	As part of the project we will be protecting and conserving some of the area which is currently parked upon, as grassed area for people to use and enjoy.
What will be the quality and effectiveness of service provided through the use of this grant	The improvements to road and parking around Holy Trinity will allow all those using the hall: from Foodbank clients to young families; from choral singers to fitness groups. It will generally become a much safer place to traverse.
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.	<ul style="list-style-type: none"> • Knaresborough Foodbank • Knaresborough Speech and Drama group • Pilates Group • Messy Vintage group • Tumble Tots • Happy dance for the over 50's • Knot Another Choir • Trinity Teddies toddler group
Why do you think the Council should support this event/project?	<p>The church hall offers a wonderful community space at very reasonable costs (basically to cover our expenses).</p> <p>The key issue though is the Foodbank which is an essential service to our town. We were instrumental in bringing the Foodbank to Knaresborough and have hosted it (free of charge) for 9 years.</p>

Project/Event planning

Date that you propose to commence the project or hold the event.	Summer 2024
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)	£58,176.83
Contribution from your funds:	We have committed upwards of £35,000
Contribution from other organisations (please specify)	Knaresborough Relief in Need Charity have just very generously awarded us £10,000

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	n/a

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: *Garry AF Hinchcliffe*

Name of Signatory: Garry AF Hinchcliffe (Revd)

Position: Team Rector (Knaresborough Anglican Team Ministry)

Date: 25th March 2024

A Statement of Need

The Parish Church of Holy Trinity, Knaresborough

1. General information

Holy Trinity Church is a place of worship and witness today as it has been since its consecration in August 1856.

It was built on land given by the local Slingsby family and offered 612 free places in its pews (as opposed to St John's parish church which was full and took income from pew rents!) to serve the town's expanding industrial population.



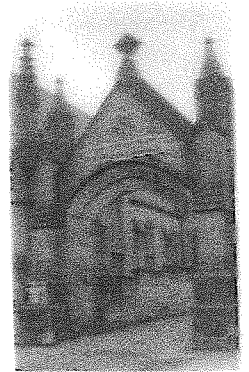
Inspired by the Catholic Revival, its architecture focuses on the High Altar.



The spire, 166 feet above ground level and a familiar feature of the local skyline, was added to the tower in 1864.

Holy Trinity Church is accessed solely from the Briggate area of Knaresborough. The drive is via a stone-built Norman arch facing Cheapside which was erected in 1905.

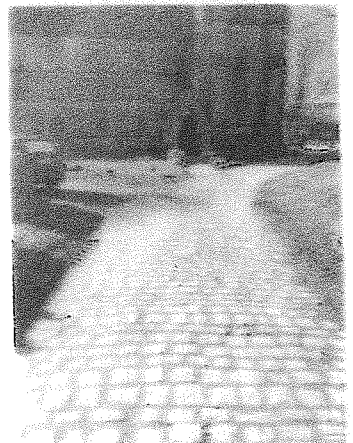
There are 'Yorkshire Sets' (cobblestones), leading from the arch which swing around towards the front of the church. Here the (now tarmac) driveway loops right around the church, splitting into designated entrance and exit 'roads'. To either side of this road there existed a grass verge where people parked their cars - apart from a triangular area to the north of the church and an area to the north of the hall which were always designated as grassed areas where parking was prohibited... a rule enforced by a sunken kerb at the hall and by logs of wood at the church.



2. Where we are now

The church itself is a place of worship and sanctuary for its congregation and local community whilst the church hall hosts various groups listed:

- Knaresborough Foodbank
- Knaresborough Speech & Drama group
- Messy Vintage (church fresh expression for the elderly)
- Pilates group
- Tumble Tots
- Happy Dance (gentle dance for over 50's)
- Knot Another Choir (a local choir with over 300 members)
- Trinity Teddies (church playgroup)
- Various "one-off" bookings (parties mainly)

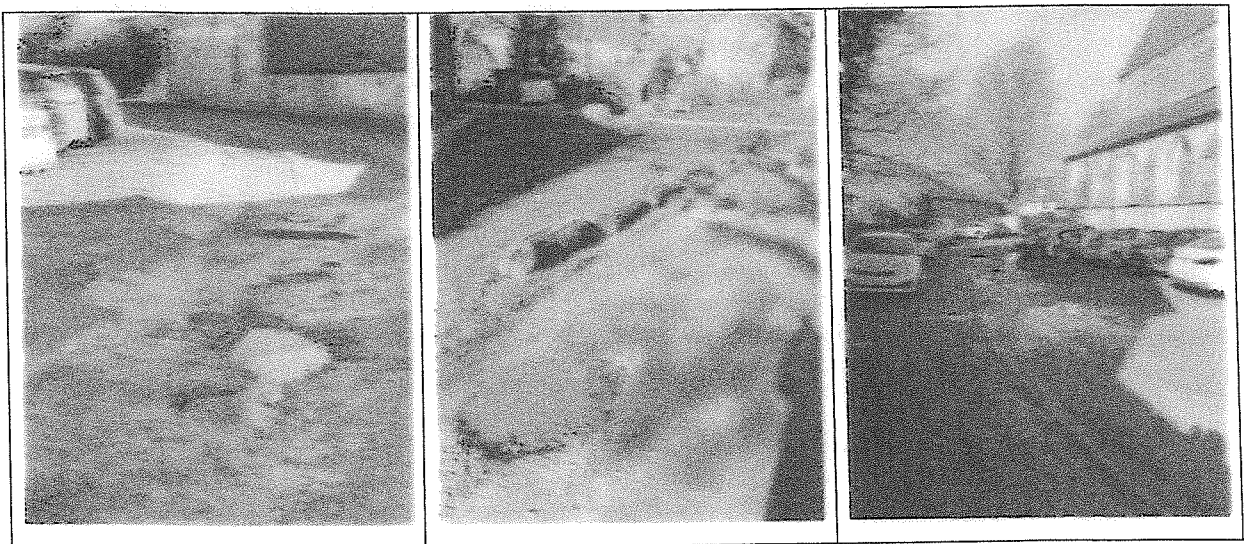


Over the years through wear and tear and the abuse of parking, the tarmacked area has degenerated into a dangerous potholed rutted mess, the road has lost any contours to the point that people traverse it in any way that protects their vehicle. The grassed areas designated as parking have become waterlogged boggy quagmires, and the grass area in front of the hall and to the sides of the curtilage of the church have been ruined through illegal parking.



The situation has become so desperate and dangerous that groups are withdrawing their bookings for the hall and congregants cannot park, finding the area dangerous when they can. Similarly, we have lost some members of our church due to these health and safety issues.

Unfortunately, there have also been some documented accidents with individuals having fallen and having to be taken to hospital – fortunately with nothing more serious than cuts and bruises.



Now, we as a church with extremely limited funds, must face the prospect of resurfacing and making good the whole area from where the cobbles end.

3. What we would like to see happen.

We approached our then architect before the pandemic and he made a plan for the churchyard which included new tarmac, the laying out of designated parking bays which would be grassed with mesh reinforcement, etc. We did not action this at the time for all sorts of legitimate reasons, one of which was a quote in excess of £135,000 from a local company called McDaid's which have subsequently gone into receivership.

Fast forward to now and our new consulting architect agreed to accept the original plan.

Duffield's of Ripon came for an on-site inspection and quoted the job as well in excess of £85,000, which again is far beyond our ability to pay.

In further consultation with the architect – he agreed with Duffield's to revise the original plan, removing the grassed parking areas, and instead substituting gravel for grassed parking which would aid in drainage etc. The quote now stands at just over £58,000.

For the sake of this Faculty submission and as good practice I have attempted to gather quotes from other companies in the Bradford and Leeds areas. To date, those who have replied have said they either do not want the work, cannot afford the time for an on-site visit, or knowing that Duffield's have already quoted, have said they could not match the price.

The revised plan from Overton architects and the revised quote from Duffield's are included in this submission.

4. General overall impact when the work is completed.

The reordering and resurfacing work around Holy Trinity will make access to the church and its hall easier and safer for all users.

The excavation of the site and removal of the grassed parking areas will help with drainage and will prohibit the issues that so plague us now. The reintroduction of a clear road without potholes will make traversing the area safer for all. Likewise, the protection of raised kerbage along the designated no-parking grassed areas will protect and enhance the site for all, especially for the children's groups that use our facilities and building.

One issue that we as church will face is what to do with illegal parkers, but in consultation with the Archdeacon we are exploring what other churches do in this regard.

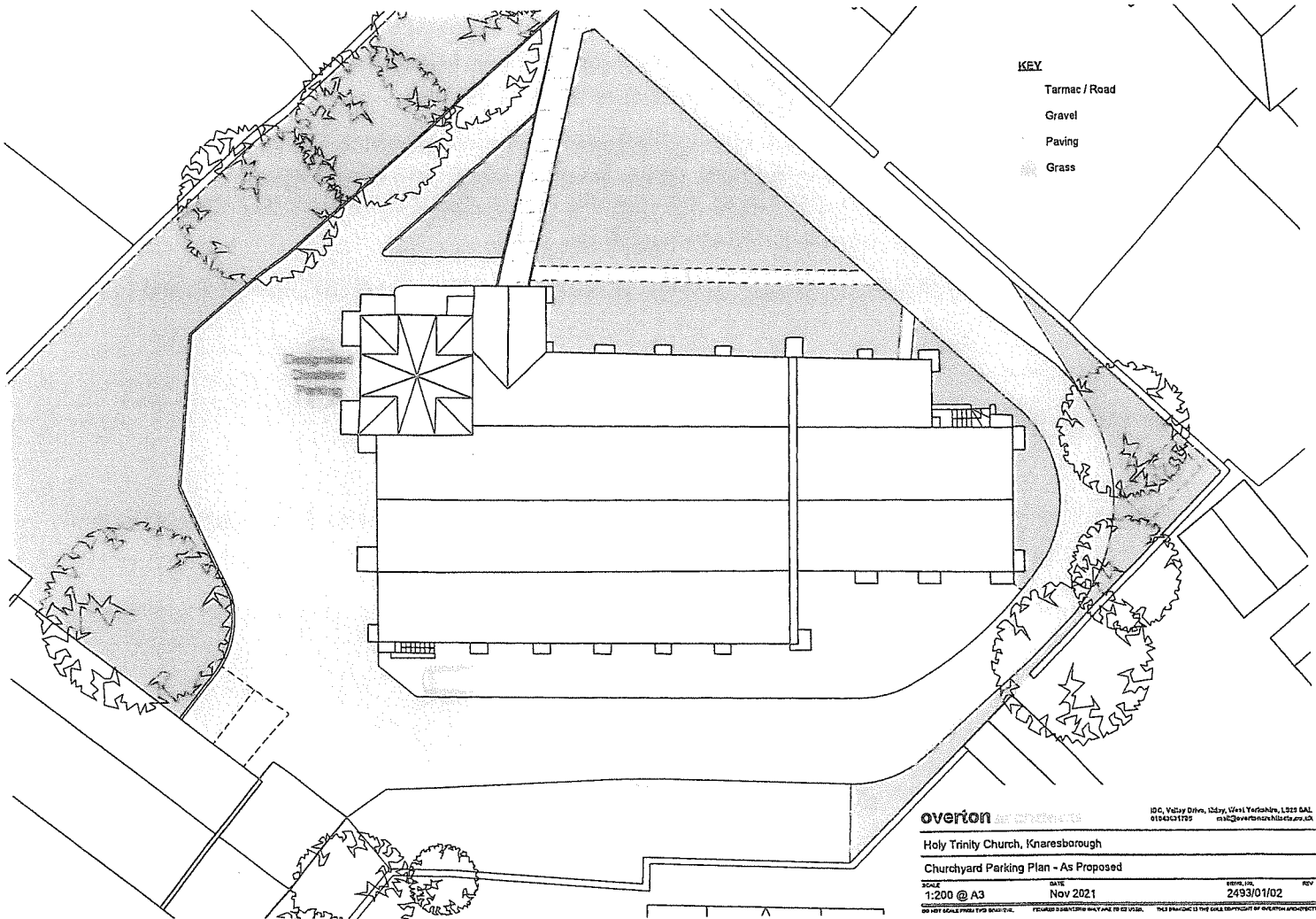


We all love our church – it is, due to its spire towering over the landscape, an iconic building that also serves as a much-needed place of worship and a space for many other users especially for those requiring support through the Foodbank. For these reasons we are committed to finding external funding to help with the project but also to raise funds ourselves and allocate some of our very limited financial reserves.

We hope the Chancellor and diocese will look favourable on our request.

Thank you for reading this Statement of Need.

GafH 2024



- KEY**
- Tarmac / Road
 - Gravel
 - Paving
 - Grass

overton an overton group 100, Valley Drive, 1200, West Yorkshire, LS22 8AL
01543 311792 info@overton.co.uk

Holy Trinity Church, Knaresborough

Churchyard Parking Plan - As Proposed

SCALE	DATE	REVISED BY	REV
1:200 @ A3	Nov 2021		2493/01/02

DO NOT SCALE FROM THIS DRAWING. FIGURES IN BRACKETS ONLY ARE FOR GUIDANCE. THIS DRAWING IS THE SOLE PROPERTY OF OVERTON GROUP LIMITED

DUFFIELDS

A.E. Duffield & Sons Limited
Road Surfacing Contractors
1 Ure Bank Maltings

Ure Bank Top
Ripon
North Yorkshire
01765 603854

Trinity Church
Briggate
Knaresborough
HG5 8BQ

F.A.O. Garry

17-Jan-24

Quotation Number : 23 / 2024

Dear Sir

Site : Trinity Church

Re: Surfacing Works

As requested we have pleasure in forwarding our quotation for work all as detailed

Excavate areas to a depth of approximately 300mm, taking all waste material of site	Approx	380	m ²	
Excavate areas to a depth of approximately 200mm, taking al waste material of site	Approx	141	m ²	
Install new Chanell blocks, bedded and haunched with concrete	Approx	170	mts	
Install new Road Kerbs, bedded and haunched with concrete	Approx	60	mts	
Install new Gully pot and grates, connectig these in to a constructed soakaway		2	No	
Lay Terram	Approx	521	m ²	
Plane of existing tarmac to a depth of approximately 30mm, taking all waste material of site	Approx	470	m ²	
Provide lay and compact :-				
Type 1 sub base to a depth of approximately 200mm	Approx	521	m ²	
70mm thickness of AC 20 dense binder course	Approx	380	m ²	
30mm thickness of AC 10 close graded surface course	Approx	850	m ²	
All for the sum of				<u>£48,480.69</u>
Plus VAT	@	20.0%		<u>£9,696.14</u>
Total				<u><u>£58,176.83</u></u>

Continued.....

Continued.....

Note:

We have not included for any costs associated with either the protection or diversion of any Utility mains or services encountered within the works
No retention to be held

Based upon economic areas being available each visit
Based upon normal working hours and unrestricted working

No allowance for traffic / pedestrian management / material testing / samples

Price Subject to VAT at the current rate
Subject to conditions of sale on reverse

Net fixed price for 3 Months
1 No Visit to site

Yours Faithfully

Michael Brett
Director

michael.brett@aeduffield.co.uk

A E Duffield & Sons Ltd