**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

 North Yorkshire

 HG5 0HW

 Tel: (01423) 864080

E-mail: clerk@knaresboroughtowncouncil.gov.uk

 11 April 2023

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

Dear Councillors:

I hereby summon you to the Full Council meeting of **KNARESBOROUGH TOWN COUNCIL** to be held at Knaresborough House

**Monday 17 April 2023**

**7:00 pm**

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 **office@knaresboroughtowncouncil.gov.uk**

**COUNCIL AGENDA – Monday 17 April 2023**

**1.** To receive **Apologies and consider approval** of the reasonsfor 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.*

Representative from Knaresborough in Bloom – Item 7.1

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

**4.1** Monday 13 March 2023 *(ca)*

**4.2** Monday 20 March 2023 *(ca)*

**5.** **Business Remaining**

**5.1 To consider** extending the £20 monthly donation to the Friendship and Leisure Centre for the next financial year or until such a time that Council no longer stores traffic signage in the building.

**5.2 To consider** the correspondence from KASHS regarding the previous container request and a new request for a larger shed *(ca)*

**6.** **Reports from the Clerk**

**6.1 To approve** the schedule of accounts for March 2023 *(ca)*

**6.2 To receive and note** the finance for February 2023 *(ca)*

**6.3 To receive and note** the urgent decision re Film licensing for Coronation *(ca)*

**6.4 To consider** the KASHS allotment agreement payment schedule as put forward by the Clerk and Cllr H Gostlow following discussions with a representative from the scheme *(ca)*

**6.5 To note** the Final Year End Internal Audit will take place on Wednesday 14 June and be conducted by Yorkshire Internal Audit Services.

**6.6 To adopt** the complaints procedure policy following minor alteration to wording after advice received from the YLCA as part of the Local Council Award Scheme preparation work *(ca)*

**6.7** **Committee Structure 2023/24**

**1) To consider adoption of** Terms of Reference for the new Committee Structure *(ca)*

**2) To** **receive and note** schedule of meetings for 2023/2024 *(ca)*

*Please note that Councillors will be asked to confirm their membership of committees for the year 2023/2024 on or before the full council meeting on 15 May.*

**7. Correspondence**

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

**7.2 To consider** the email from Assistant Chief Executive (Legal and Democratic Services) North Yorkshire Council re Community Governance Review – Draft recommendations for the unparished part of Harrogate – views sought *(ca)*

**7.3** **To consider** the email and request from The Mayor of Volodymyr and **decide** next steps *(ca)*

**7.4 To consider** the email from North Yorkshire Council’s Assistant Chief Executive Legal and Democratic and Monitoring Officer regarding Standards Arrangements *(ca)*

**8. Reports from Committees and Working Groups**

**8.1 To receive** update from the Coronation Working Group

**8.2 To receive** update about the Town Council’s stall at the Community Festival to be held on 22 April 2023

**8.3 To consider** the KTC/Unitary Authority working group response to the NYC draft Parish Charter Consultation *(ca)*

**9. Motions from Members**

**9.1 Councillor D Goode (seconder Cllr H Westmancoat)**

That KTC ask the Clerk to formally submit Knaresborough’s Neighbourhood Development Plan to North Yorkshire Council with a request for the Reg 16 Consultation to take place as soon as possible.

Supporting documentation emailed (x 3) to all Councillors, copy available on request to the Clerk.

**10. Information Exchange**

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

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

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

**Emergency Procedures for Meetings – Fire**

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