**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

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09 May 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 15 May 2023**

**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**](mailto:office@knaresboroughtowncouncil.gov.uk)

**COUNCIL AGENDA – Monday 15 May 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.*

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

**4.1** Monday 17 April 2023 *(ca)*

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

**5.1 To consider** a Town Council response to the further correspondencefrom Avant Homes *(ca)*

**5.2 To consider** agreeing to the variation from the Council resolution of March 20th 2023 -

*“RESOLVED: That KTC purchases a single VAS and three sets of mounting to be placed on rotation at Thistle Hill, Boroughbridge Road and a third location which is to be selected using the data captured in the survey”.*

to purchase 2 VAS signs (still within allocated budget).

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

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

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

**6.3 To consider the arrangements** for Mayor Making

a) Order of Proceedings *(ca)*

b) Schedule of meetings for 2023/2024 *(ca)*

c) Membership of Committees and External Organisations *(ca)*

d) Check Asset Register and inventory of Town Council property *(ca)*

e) Adoption of updated Standing Orders *(ca)*

f) Adoption of updated Financial Regulations *(to follow)*

g) Review and adoption of Code of Conduct *(see email sent to all Councillors 04/05/2023)*

**6.4 To review** and agree the amendment of the updated Opportunity to Speak Policy *(ca)*

**6.5 To consider**, after agreeing KTC’s committee structure and following the LGR, allowing Clerk the delegated authority to review all Council policies and procedures and amend to fit the new structure and contact information accordingly.

**7. Correspondence**

**7.1 To approve** the request from 1st Knaresborough (Castle) Scout Group to release £1850 of the funds held by in KTC’s ear-marked reserves *(ca)*

**7.2 To consider a response** to the email from the Secretary of Knaresborough Civic Society re: Promoting Knaresborough as a safe and responsible lifestyle destination *(ca)*

**7.3** **To consider** the **grant application** from Henshaw’s Arts and Craft Centre (*ca and other associated paperwork sent to Councillors 09/05/2023)*

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

**8.1 To receive** a verbal update from the Coronation Working Group and **to consider** a request to transfer a donation of £50 made on the day directly to the Community Stars Charity.

**8.2 To receive** a verbalupdate following the Town Council’s stall at the Community Festival held on 22 April 2023

**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.