**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

 North Yorkshire

 HG5 0HW

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 11 July 2023

To: **The Members of the Projects and Events Committee** – M Flood,

H Gostlow, K Lacey, S Oakes, J Pickard, M Walker and H Westmancoat

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL PROJECTS AND EVENTS COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

**Tuesday 18 July 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**

**COUNCIL AGENDA – Tuesday 18 July 2023**

**1. To elect a Chair** for the Committee

**2.** **To elect a Vice-Chair** for the Committee (if required)

**3.** **To receive** **apologies and consider approval** of the reasonsfor inability to attend the meeting.

**4. To receive** declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

**5. 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.*

**6. To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the **Projects and Events Committee** Meeting held on**:**

None for this meeting

**7.** **Business Remaining**

None for this meeting

**8. Correspondence**

**8.1 To consider** the email from the YLCA re D-Day 80 Anniversary taking place on 6 June 2024 and decide on next steps *(ca)*

**8.2 To consider** the request from a local volunteer regarding arrangements for Bright Friday 2023 and setting the ball rolling for the Bright Friday sub-committee with the inclusion of key people from the Town. **To consider** giving the Clerk delegated authority to manage the Bright Friday budget 2023 in conjunction with the Bright Friday sub-committee.

**8.3 To consider** the following requests from a local volunteer:

a) to look at the possibility of traffic training amongst KTC members

b) to consider asking full council to fund the renewal of the current event traffic organiser qualifications for the next 5 years (due 2024).

**8.4 To consider** the request to hold an event to mark the 900th Anniversary of the earliest known record of the Castle in 2030 (note: Castle Area Sub-committee also doing some work for this event)

**8.5 To consider** the email from the NYC Community Development Manager re commuted sums *(ca)*

**9. Reports from Full Council, Sub-Committees and Working Groups**

**9.1 To consider**,following discussions at the last Community and Environmental Services Committee, how best to streamline North Yorkshire Council’s Event processes with KTC’s local event processes.

**9.2 To consider** any updates (if any) from the Stage working group and Vinyl Windows working groups.

**10. Propositions to Full Council**

**10.1 To consider** any other propositions from Projects and Events Committee for inclusion on the next Full Council Meeting agenda.

**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.