

**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman  
Clerk of the Council

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10 September 2024

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

Dear Councillors:

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

**Monday 16 September 2024**

**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  
[office@knareboroughtowncouncil.gov.uk](mailto:office@knareboroughtowncouncil.gov.uk)

## COUNCIL AGENDA – Monday 16 September 2024

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*.

**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 17 June 2024** (ca)

4.2 **Thursday 08 August 2024 – Extra Ordinary** (ca)

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

### **6. Reports/Information from the Clerk**

**6.1 To receive and note the** External Auditor Report and Certificate 2023/2024 with no matters arising from the review (N.B Follow up on Internal Auditor recommendations in progress) (ca)

**6.2 To consider** using ear-marked reserves to replace failed Christmas lighting for Butter Lane as per the quotation from KTC's contractor (ca)

**6.3 To consider** a request from Knaresborough Voice to appoint 2 or 3 Council representatives to attend their meetings.

### **7. Correspondence**

**7.1 To consider** quotations received for management of the Bright Friday Road closures. (*Copies attached with explanatory note from Clerk*).

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

**8.1 To consider Recommendation from Castle Area Sub Committee** for KTC to open dialogue directly with the Duchy of Lancaster regarding the future of the Castle area.

**8.2 To Receive and Note** the draft Minutes of the Projects, Community and Environment Committee meeting held on Tuesday 02 July 2024 (ca)

**8.3 To consider recommendation** from Enclosure Act 2025 working group that KTC allocates a budget (2025/26) to cover expenses for events to commemorate the 255<sup>th</sup> anniversary of the Enclosure Act. Budget to include a Civic Reception on 13 August 2025 at Knaresborough House, alongside repeat events from this year; Knaresborough Forest Day at the Kiosk, guided walks; workshops and the Castle 11 play.

**8.4 To consider recommendation** from the D-Day 80 working group that KTC allocates a budget (2025/26) to cover expenses for an event to join the nation to commence the 80<sup>th</sup> Anniversary of VE Day on 8 May 2025, similar to the 80<sup>th</sup> Anniversary D-Day event in June 2024.

## **9. Motions from Council Members:**

**Councillor James Pickard:**

“That KTC request a meeting with North Yorkshire Council to discuss the feasibility of transferring NYC storage facilities and explore the logistics of an asset transfer if possible”.

## **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.

**PRESENT:**

<b>Chair:</b>	Mayor - Councillor Marge Longhurst		
<b>Councillors:</b>	J Batt, A Bell, M Flood, H Gostlow, K Lacey and S Oakes		
<b>Staff Present:</b>	The Clerk and Deputy Clerk		
<b>Late Arrivals:</b>	None	<b>Early Departures:</b>	None

**RESOLVED:** To receive apologies and approve reasons for inability to attend from Councillors Davies, Goode, Pickard, Walker and Westmancoat

<b>Councillor K Lacey</b>	Item 5.1 – Is related to one of the potential Project Manager candidates for the scheme
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None for this meeting

#### 4.1 Monday 29 April 2024

**RESOLVED:** That the minutes of the meeting held on Monday 29 April 2024 be approved as a correct record and signed by the Chair.

#### 4.2 Tuesday 07 May 2024

**RESOLVED:** That the minutes of the meeting held on Tuesday 07 May 2024 be approved as a correct record and signed by the Chair.

**4.3 Thursday 23 May 2024 (Annual Meeting of the Town Council)**

**RESOLVED:** That the minutes of the meeting held on Thursday 23 May 2024 be approved as a correct record and signed by the Chair.

**24/168 ITEM 5 – Business Remaining**

**5.1 To consider** the next steps regarding the Climate Change Sub-committee project to install photovoltaic energy panels to Knaresborough Wellbeing Hub and **decide** if Council wants to accept one of the quotations received for the next phase.

Councillor Lacey requested that this item be deferred to a future meeting when more information could be made available. He then left the Chamber and took no further part in the debate or voting.

Councillor Gostlow gave members an updated time-line of the work already completed on this project by the Climate Change Emergency Sub-committee. She explained that the committee is in the process of making funding applications to the Government Shared Prosperity Fund (SPF) and also to North Yorkshire Council's Area Constituency Committee (ACC) to cover the cost of this project. The Sub-committee is receiving help from North Yorkshire Council officers relating to both funding applications.

It was proposed and seconded that Climate Change Emergency Sub-committee members, Councillors Gostlow and Bell, attend the Finance & General Purposes Committee meeting on 15<sup>th</sup> July to share drafts of both the funding applications detailed above prior to their submission to SPF and ACC.

**RESOLVED:** That Climate Change Emergency Sub-committee members Councillors Gostlow and Bell attend the Finance & General Purposes Committee meeting on 15<sup>th</sup> July to share drafts of both funding applications detailed above prior to their submission to SPF and ACC.

Councillor Lacey returned to the Chamber.

The Clerk reminded Councillors, particularly those on sub-committees, of the need for transparency and comprehensive minutes to ensure fellow councillors and members of the public could follow progress on projects.

**24/169 ITEM 6 – Reports/Information from the Clerk**

**6.1 To approve** the Finance Figures for March 2024

**RESOLVED:** To approve the Finance Figures for March 2024.

**6.2 To consider** the Clerk's report to address the Annual Internal Audit Report in relation to internal control objective 'C'.

The Clerk explained the rationale behind her Report following the Internal Audit and the future requirement to complete an internal review check list. She asked for nominations for two Councillors to undertake the review and complete the checklist retrospectively for the 2023/2024 period and report to the Finance Committee.

**RESOLVED:** Councillors Gostlow and Oakes to undertake the review and complete the checklist retrospectively for the 2023/2024 financial period and report to the Finance Committee.

**FURTHER RESOLVED:** To receive and note the Clerk's Report.

**6.3 To consider the Annual Internal Audit Report 2023/24**

**RESOLVED:** To receive and note the Annual Internal Audit Report 2023/24

**6.4 To complete the Annual Governance Statement 2023/24 points 1 – 9**

**RESOLVED:** To agree 'yes' in response to statements 1 to 9 on the Annual Governance Statement.

**6.5 To consider the Accounting Statements 2023/24**

**RESOLVED:** To approve the Accounting Statements 2023/2024

**6.6 To re-appoint** Internal Audit Yorkshire for the financial year ending 31 March 2025.

**RESOLVED:** To re-appoint Internal Audit Yorkshire for the financial year ending 31 March 2025.

**6.7 To adopt** the following policies:

- i) Freedom of Information Act – New Model Publication Scheme

**RESOLVED:** To adopt the policy covering Freedom of Information Act – New Model Publication Scheme

- ii) Biodiversity Policy

**RESOLVED:** To adopt the Biodiversity Policy

**6.8 To note** Councillor K Davies has withdrawn from the Staffing Committee and the Emergency Response sub-committee

**RESOLVED:** To note that Councillor K Davies has withdrawn from the Staffing Committee and the Emergency Response Sub-committee.

**24/170 ITEM 7 – Correspondence**

**7.1 To consider** the email from the Officer Commanding 1953 (Knaresborough) Squadron Air Training Corps requesting extended permission to use an area of the King George V playing field.

**RESOLVED:** To extend permission for the Knaresborough Squadron Air Training Corps to continue to use an area of the King George V playing field.

**7.2 To consider** a response to the Local Public Consultation – Knaresborough Post Office change of location.

It was agreed that whilst Members are able to respond as individual Councillors a collective response from Knaresborough Town Council should also be submitted.

**RESOLVED:** That Knaresborough Town Council submits a response to the Local Public Consultation – Knaresborough Post Office change of location.

Members worked through the questions and the Clerk will submit the responses and/or comments via the consultation portal online.

**24/171 ITEM 8 - Reports from Committees and Working Groups**

**8.1 To receive and note** the minutes of the Planning Committee meetings held on 11 March, 8 April, 13 May and 3 June (draft).

**RESOLVED:** To receive and note the minutes of the Planning Committee meetings held on 11 March, 8 April, 13 May and 3 June (draft).

**8.2 To receive and note** the minutes of the Staffing Committee meeting held on 8 May (draft)

**RESOLVED:** To receive and note the draft minutes of the Staffing Committee meeting held on 8 May.

**8.3 To receive and note** the minutes of the Finance Committee meeting held on 8 April (draft)

**RESOLVED:** To receive and note the draft minutes of the Finance Committee meeting held on 8 April.

**24/172 ITEM 9 - Motions from Council Members****9.1 Councillor H Gostlow:**

“Knaresborough Town Council agrees to the commissioning of the design and print of a double sided A3 map of Knaresborough for visitors to our town”.

Councillor Gostlow explained the rationale behind her Motion.

**RESOLVED:** That Knaresborough Town Council agrees to the commissioning of the design of a double sided A3 map of Knaresborough, but the draft design is to be circulated to all Councillors and referred back to Full Council or a Standing Committee for approval.

## **9.2 Councillor J Pickard:**

“That KTC ring-fence any underspend from the D-Day 80 budget for future events”

**RESOLVED:** That any underspend from the D-Day 80 budget is ring fenced for any future events.

## **24/173    ITEM 10 - Information Exchange**

- Councillor Gostlow informed members that the new name for the Community Centre on Stockwell Avenue is to be “Stockwell Well-being Hub”.
- Councillor Bell gave a short update on the play area at Mint Garth, noting that lots of play equipment has been sourced and North Yorkshire Council is currently awaiting designs and quotations.
- Councillor Oakes referred to the success of the visit from representatives from Knaresborough’s twin town of Bebra.
- Councillor Oakes referred to the ‘dangerous’ junction on Boroughbridge Road where the A6055 meets with Stockwell Road and Tentergate Lane. Councillor Gostlow agreed to raise this matter with North Yorkshire Council at the next Strategic Highways meeting.

**Meeting closed at: 8.20 p.m.**

**Signed by the Mayor:  
Councillor M Longhurst**



**PRESENT:**

<b>Chair:</b>	Mayor - Councillor Margy Longhurst		
<b>Councillors:</b>	A Bell, K Davies, M Flood, H Gostlow, S Oakes and H Westmancoat		
<b>Staff Present:</b>	The Clerk		
<b>Late Arrivals:</b>	None	<b>Early Departures:</b>	None
<b>Absent:</b>	K Lacey		

- 24/177** **ITEM 4 - To consider approval of the UK Shared Prosperity Fund final application form to request funding to assist with the decarbonisation of the Knaresborough (Stockwell) Wellbeing Hub. The approved form to then be submitted by the Clerk, on behalf of the Town Council, to North Yorkshire Council.**

Councillor Davies asked for assurances in writing from NYC that it will cover any ongoing costs for the remainder of their lease on the building and that they are responsible for the risks in relation to the satisfactory conclusion of the project. The Clerk agreed that such a document was needed and would be kept on file for future

reference. All agreed that no future liability should fall on KTC or the taxpayers of Knaresborough.

The Clerk stated that normal VAT return rules would apply, and it would need to be established what was included in the grant funding and who would be awarding the contract for works should the project go ahead – NYC or KTC.

**RESOLVED:** To approve the UK Shared Prosperity Fund final application form to request funding to assist with the decarbonisation of the Knaresborough (Stockwell) Wellbeing Hub as presented. The approved form to be submitted by the Clerk, on behalf of the Town Council, to North Yorkshire Council.

**Meeting closed at: 7.25 p.m.**

**Signed by the Mayor:  
Councillor M Longhurst**

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Knaresborough Town Council – NY0336**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to internal controls. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**03/09/2024**

**From:** Tom Walmsley <T.Walmsley@blachere-illumination.co.uk>  
**Sent:** 15 July 2024 11:21  
**To:** Knaresborough Clerk  
**Subject:** Butter Lane - Light Ceiling Quotation  
**Attachments:** SQ29758\_Knaresborough Town Council - Purchase of Ceiling of Light.pdf

Hi Angela,

Please find quote attached for a 30m length x 2m width warm white, twinkling ceiling of light to Butter Lane.

This consists of 686 warm white twinkling LED's that will be swagged between the existing fixings.

We have quoted for you to purchase the product in year 1 and then for year 2 onwards you will be paying for the install/removal/storage only.

This will be much more cost effective for you as you can hire the string product if you wish but the cost will then be as follows:

Cost per annum - £1,219.60 + VAT

If you're happy to proceed with the purchase option, please let me know and we'll make sure this is allocated ready for Christmas.

Kind Regards,

*Tom Walmsley*  
Regional Sales and Projects Manager  
North England  
07525 324 784  
[t.walmsley@blachere-illumination.co.uk](mailto:t.walmsley@blachere-illumination.co.uk)



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Knaresborough House  
High Street  
Knaresborough  
North Yorkshire  
HG5 0HW  
UNITED KINGDOM

Knaresborough Town Council  
Butter Lane - Ceiling of Light - Purchase of Lighting

Item Code	Description	Quantity	Price	Total	VAT
<b>Product</b>					
414W-FX	LED Flash Luminous Ceilings Warm W 24V, Silver (L:30m W:2m)	1	658.00000	658.00	131.60
Subtotal				658.00	131.60
<b>Services</b>					
	Installation			621.00	124.20
	Removal			138.00	27.60
Subtotal				759.00	151.80

Year 1 - £1,417.00

Year 2 onwards - £759.00 When installed with main scheme

Payment Terms - Nett 30 days from date of invoice

This quotation is valid for 30 days from the date of the quotation

THIS QUOTATION IS PROVIDED SUBJECT TO COMPLETION OF A FULL SITE SURVEY AND ON THE BASIS THERE IS SUITABLE ACCESS, THAT ALL ELECTRICAL AND MECHANICAL INFRASTRUCTURE NECESSARY IS IN PLACE, OF A SOUND NATURE AND IN FULL WORKING ORDER. THIS MAY RESULT IN QUANTITIES, PRODUCT OR VALUES BEING AMENDED.

### Notes:

Total Before Tax	£1,417.00
Total Tax Amount	£283.40
Total Amount	£1,700.40

Company Reg No.:	SC152939	Bank Account:	10268667
VAT ID No.:	GB651936618	Bank Code:	804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions



**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S  
PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Tuesday 02 July 2024**

**PRESENT: Chair:** Councillor Pickard

**Councillors:** J Batt, M Flood, H Gostlow, K Lacey, S Oakes  
and H Westmancoat

**Staff Present:** The Deputy Clerk and Community Projects Officer

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

**24/001    ITEM 1 - To elect a Chair for the Committee**

**RESOLVED:** That Councillor J Pickard is elected Chair for the Committee.

**24/002    ITEM 2 - To elect a Vice-Chair for the Committee**

**RESOLVED:** That Councillor M Flood is elected Vice Chair for the Committee.

**24/003    ITEM 3 - 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 Councillors A Bell and M Walker.

**24/004    ITEM 4 – 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

**24/005    ITEM 5 – KTC Public Speaking Session**

None for this meeting

**24/006    ITEM 6 - To consider and, if thought fit, approve as a correct record,  
the Minutes of the Projects and Events Committee Meeting held on:**

## 6.1 Tuesday 20 February 2024

**RESOLVED:** That the minutes of the Projects and Events committee meeting held on Tuesday 20 February 2024 be approved as a correct record and signed by the Chair.

## 6.2 Monday 02 October 2023

**RESOLVED:** That the minutes of the Community Services and Environment committee meeting held on Monday 02 October 2023 be approved as a correct record and signed by the Chair.

### 24/007 ITEM 7 - Business Remaining

**7.1 To consider** the request for a 'Town Council Pop Up Banner' to be purchased for events. This follows on from feedback given at the Community Festival in April.

Members discussed the examples as presented at the meeting and

**RESOLVED:** That the Clerk further investigates specific quotations for a weather-proof banner which includes generic content. Mock up design and quotations to be circulated to all Councillors for consideration.

**FURTHER RESOLVED:** Once final design and make up of banner decided, Clerk to have delegated power to spend up to £500.

### 24/008 ITEM 8 – Reports/Information from the Clerk

**8.1 To receive and note** relevant budget v expenditure to date.

**RESOLVED:** To receive and note budget v expenditure to date.

**8.2 To note** the Castle 900 2030 working group is to be temporarily disbanded with the Castle Area Sub-committee undertaking any work related to this important anniversary until such a time that a separate working group is required.

**RESOLVED:** To note the Castle 900 2030 working group is to be temporarily disbanded.

**8.3 To consider** Knaresborough Town Council producing an Events diary on its website similar to the example that has previously been collated by the Knaresborough and District Chamber.

**RESOLVED:** That an events diary is included on the town council website with links as appropriate to the relevant event.

**8.4 To consider** the need to have a few councillors and employees DBS checked to cover future Town Council events.

**RESOLVED:** That the office investigates the detailed guidance and process for implementing DBS checks for Councillors and employees when volunteering at Town Council events.

**8.5 To consider** exploring the potential for hiring out the Town Council trailer stage.

**RESOLVED:** To set up a task and finish working group to explore this potential with a view to presenting a detailed Report to full council on 16<sup>th</sup> September.

Working group members: Councillors Flood and Pickard

**8.6 To consider** the need for a PRS/PPL Licence, what Town Council events require this and whether to address the need on an event-by-event basis or as an annual fee.

**RESOLVED:** That the need for a PRS/PPL Licence be considered and implemented by the Clerk's office on an event-by-event basis.

**8.7 To consider**, as per the Town Council Action Plan (project number 7), giving the Community Projects Officer delegated authority to book a market stall to help promote the Town Council and raise engagement between Councillors and residents.

**RESOLVED:** That the Community Projects Officer is given delegated authority to book a market stall to help promote the Town Council and raise engagement between Councillors and residents.

*It was suggested this be done in the Autumn and the Community Projects Officer will draw up a rota for Councillors to attend the market stall when booked.*

## **24/009 Correspondence**

**9.1 To consider** the email from Parks and Environmental Services and **decide** how best to use the EMR from 2023/24.

**RESOLVED:** To maintain a payment of £100 to each of the bands who have booked for the Summer 2024 Band Concerts in Knaresborough, resulting in total payments of £600.

**FURTHER RESOLVED:** The £100 required, in addition to the EMR £500, to be taken from Projects, Communities & Environment contingency fund.

**FURTHER RESOLVED:** To contact Parks & Environmental Services Officer at NYC to better understand how the Summer Band Concerts are organised with a view to making appropriate provision in the 2025/2026 budget.

**9.2 To consider** the Information sent out by the Pageant Master about the VE Day 80<sup>th</sup> Anniversary.

**RESOLVED:** To set up a task and finish working group to manage a similar event to that staged for D-Day 80.



Members: Councillors Flood, Gostlow and Pickard.

**9.3 To consider** a solution to traffic management for Bright Friday and **plan** next steps for future traffic management.

**RESOLVED:** To engage a Traffic Management Company to manage the road closures for Bright Friday 2024.

**FURTHER RESOLVED:** To delegate the next steps for traffic management at future KTC events to the Bright Friday sub-committee.

#### **24/010 ITEM 9 - Reports from Full Council, Sub-Committees and Working Groups**

**10.1 To receive and note** the update by the Community Projects Officer on behalf of the 255<sup>th</sup> Enclosures Act Commemoration task and finish group.

**RESOLVED:** To receive and note the update by the Community Projects Officer on behalf of the 255<sup>th</sup> Enclosures Act Commemoration task and finish group.

**10.2 To receive and note** the update by the Community Projects Officer on the Tour Guide Project.

**RESOLVED:** To receive and note the update by the Community Projects Officer on the Tour Guide Project.

**10.3 To receive and note** the update by the Community Projects Officer regarding the D-Day 80 event held on Thursday 6 June 2024.

**RESOLVED:** To receive and note the update by the Community Projects Officer regarding the D-Day 80 event held on Thursday 6 June 2024.

**10.4 To receive and note** the minutes of the Climate Change Emergency Sub-committee meetings held on 28 September 2023, 14 November 2023, 13 December 2023 and 29 May 2024.

**RESOLVED:** To receive and note the minutes of the Climate Change Emergency sub-committee meetings held on 28 September 2023, 14 November 2023, 13 December 2023 and 29 May 2024.

**10.5 To receive and note** the minutes of the Knaresborough Castle Area Sub-committee held on 9 January 2024.

**RESOLVED:** To receive and note the minutes of the Knaresborough Castle Area Sub Committee held on 9 January 2024.

**10.6 To approve** the Terms of Reference for the Climate Emergency Sub-committee.

**RESOLVED:** That the Terms of Reference for the Climate Emergency sub-committee be referred back to the group for amendment and resubmission.

**10.7 To approve** the Terms of Reference for the Bright Friday Sub-committee.

**RESOLVED:** To approve the Terms of Reference for the Bright Friday sub-committee.

**Meeting closed at: 8.25 p.m.**

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