**KNARESBOROUGH TOWN COUNCIL (KTC)**

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Clerk of the Council Knaresborough

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06 May 2025

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

Dear Councillors:

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

**Monday 12 May 2025**

**7:00pm**

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 12 May 2025**

*A minute’s silence will be held in memory of former Mayor, Tony Handley, whose celebration of life was held at the Church of St John the Baptist on May 2nd.*

**1.** To receive **Apologies and consider approval** of the reasonsfor 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 YorkshireCouncillors 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** Meeting held on**:**

**4.1 Monday 17 March 2025** *(ca)*

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

**5.1 To consider** therecommendation from KCE and Cllr’s Gostlow and Bell re Solar Panel PV project – EV Charging stage *(documentation to follow)*

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

**6.1 To consider the Order of Proceedings for Mayor Making** *(ca)*

**6.2 To receive and note** updated Action Plan and to note updated Strategic Priorities document *(ca)*

**6.3 To consider** the creation, abolition or alteration of committees and approval of their Terms of Reference *(ca)*

**6.4 To appoint** members to committees and external organisations *(ca)*

***(i*) To nominate** four Trustees of KRIN – Carole Reid, Mavis Clemmitt, Christine Willoughby and Ian Avery for three years from May 2025.

**6.5** **To consider** a Schedule of Meetings for 2025/2026 *(3 alternatives attached)*

**6.6 To review** Asset Register and inventory of Town Council property *(ca)*

**6.7 To review and adopt**

1. Standing Orders *(ca)*
2. Financial Regulations and the Financial Management Risk Assessment *(ca)*
3. The Code of Conduct *(ca)*

**6.8 To review and adopt** the updated Risk Management and Control strategy *(ca)*

**6.9 To review and adopt** the updated Business Continuity Plan and emergency contacts document *(ca)*

**6.10 To adopt** amended Scheme of Delegation to reflect the amalgamation of two committees in 2024 (to note any changes at this meeting will be reflected in the new document) *(ca)*

**7. Correspondence**

**7.1a To consider** email from Local Government Boundary Commission re Electoral Review of North Yorkshire Council: Draft Recommendations *(ca)*

**7.1b To consider** the proposal from Councillor J Batt ‘that KTC request the number of Councillors per ward be increased from 3 to 5.

**7.2 To consider** email from Knaresborough Youth Council re having a presence on KTC’s website *(ca)*

**7.3 To consider** the report and request sent on behalf of Knaresborough Connectors re 2 Butter Lane*(ca)*

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

**8.1 To Receive and Note** the Minutes of The Finance and General Purposes Committee meeting held on 14 April 2025.

**8.2 To Receive and Note** the Projects, Community and Environment Committee meeting held on 08 April 2025.

**8.3 To Receive and Note** theminutes of the Planning Committee meetings held on 03 March and 07 April. Please see website for details.

**8.4 To consider** the Market Working Group’s recommendation that Councillors Pickard and Gostlow be appointed as KTC’s representatives to lead negotiations with NYC in relation to the weekly market.

**9. Motions from Council Members**

**9.1 Councillor James Pickard:**

1. That KTC give delegated authority to the Clerk to investigate the outsourcing of payroll and pensions management and make necessary arrangements should a suitable provide be identified. As Town Council will potentially be increasing its employees in the future, if projects come to fruition, this will ease the burden on the Clerk.
2. That KTC seek the services of an employment specialist to ensure it is fully aware of any employer implications that might arise should KTC take over services like the market.
3. That KTC begins a public consultation (using social media, leaflets and online survey) to ask residents if they support KTC taking over the market, given the financial risk and potential cost to taxpayers in the short term.

**9.2 Councillor Andy Bell (Seconder Cllr H Gostlow):**

“To improve ease of collaboration and information sharing, KTC asks its IT provider to create an email group that contains everyone so information can be broadcast”. *(ca)*

**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.