**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

 North Yorkshire

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 29 January 2025

To: **The Members of the Projects, Community and Environment Committee** – J Batt, A Bell, 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, COMMUNITY AND ENVIRONMENT COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

**Tuesday 04 February 2025**

**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 04 February 2025**

**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.*

*Short presentation from North Yorkshire Council Regeneration Officers, followed by Councillor Q and A.*

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

**4.1** Tuesday 08 October 2024 *(ca)*

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

**5.1 To receive and note** relevant budget v expenditure to date *(ca)*

**5.2 To formally agree the date** of the next Bright Friday event as Friday 28th November 2025

**5.3 To receive and note** the latest report from KTC’s Community Projects Officer *(ca)*

**6. Correspondence**

**6.1 To consider** the request from the Knaresborough branch of the Royal British Legion for a big screen and/or a better sound system for Remembrance Sunday.

**6.2 To consider** the request from Knaresborough and District Chamber to co-opt 2 named members onto the KTC Market Working Group *(ca)*

**6.3 To consider** the report from Knaresborough Community Energy re Knaresborough Community Centre (Stockwell) Solar PV and Battery Energy Storage System and **decide** next steps (including engaging a Health and Safety professional to review the contractor’s health and safety documentation). (*Report and recommended contractor details previously circulated to Councillors due to the confidential nature of information pertaining to contracts).*

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

**7.1 To receive and note** the notes from the VE and VJ Day 80th Anniversary working group meeting held on 14 October 2024 and **receive** a verbal report from the working group on next steps *(ca)*

**7.2 To note** the meetings of the KTC Climate Emergency Sub Committee held on 10 July 24, 03 September 24 and 14 November 24 (The meeting notes not distributed due to the confidential information that pertains to personal details)

**7.3 To receive** a verbal update from the Climate Emergency Sub Committee re Urban Highway Grass Cutting and **decide** on next steps.

**7.4 To receive and note** the notes from the 2025 Enclosures Act Commemoration working group meetings held on 5 November 2024 and 19 November 2024 *(ca)*

**7.5 To briefly discuss** the 2024 Christmas lighting scheme and **decide** next steps

**7.6 To receive** a verbal update on the Bright Friday 2024 event and **decide** next steps

**8. Motions from Councillors**

**Councillor J Batt:**

*“That Knaresborough Town Council commits to celebrating the 900th anniversary of the Castle in 2030, with commemorations to be held around Maundy Thursday 18 April 2023, and will organise such events that are suitable for the occasion”.*

**Councillor J Pickard:**

*“That Knaresborough Town Council purchase a branded gazebo for use at various community events, to highlight KTC’s presence at events and use to clearly signpost facilities such as First Aid provision. That the Clerk be given the delegated authority to purchase a gazebo up to the value of £1500”.*

**9. Demonstration** of Trello by Cllr Pickard and how it is envisaged that this web-based project management tool will provide potential benefits for communication and organisation of KTC projects and events. **To decide** if the Projects, Community and Events Committee want to trial Trello.

**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.