

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

Knaresborough House
Knaresborough
North Yorkshire
HG5 0HW
Tel: (01423) 864080

E-mail: clerk@knaresboroughtowncouncil.gov.uk

09 September 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 15 September 2025

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
clerk@knaresboroughtowncouncil.gov.uk

COUNCIL AGENDA – Monday 15 September 2025

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 16 June 2025** (*ca*)

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

6. Reports/Information from the Clerk

6.1 To **consider** a schedule of meetings from December 2025 to the end of the Civic Year (with some amendments/additions to the current schedule) (*ca*)

6.2 To **review and adopt** the following policies:

- a) IT and Cybersecurity Policy (*ca*)
- b) Asset Register and Disposal Policy (*copy to follow*)

6.3 To **receive and note** the updated Strategic Priorities 2024 – 2027 document (*ca*)

7. Correspondence

7.1 To **consider** KTC's participation in the 'Knaresborough Events – Mayoral High Street Fund' bid and **to decide**:

- a) Does KTC want to participate in the joint bid?
- b) If yes, KTC to nominate the Community Projects Officer and a named Councillor to join the Steering Group should the bid be successful (*ca*)

7.2 To consider the NYC Report entitled 'Review of Winter Weather Event – January 2025' and **decide** on comments/next steps if required (ca)

7.3 To consider a response to the enquiry regarding a request to make Knaresborough a designated smoke control area (ca)

7.4 To consider the NYC draft priorities report for Knaresborough's Local Cycling and Walking Infrastructure plan and **decide** on comments/next steps (ca)

7.5 To consider and respond to the suggestion from a member of the Mayoral High Streets Fund Team to schedule a future meeting for a conversation about the fund and signposting to other funding streams.

8. Reports from Committees and Working Groups

8.1 To Receive and Note the minutes of the KTC Planning Committee meetings held on 30 June, 28 July (report format – meeting inquorate) and 1 September 2025 (draft). See KTC website for details.

8.2 To Receive and Note the minutes of the Projects, Community and Environment Committee meeting held on 7 July 2025 (draft) (ca)

8.3 To Receive and Note the minutes of the Finance and General Purposes Committee meeting held on 21 July 2025 (draft) (ca)

8.4 To receive and Note the Mayor of Knaresborough's Tour Guide monthly records (further detail and next steps to be discussed at the next KTC Projects, Community and Events Committee) (ca)

9. Motions from Council Members

9.1 Cllr H Westmancoat (2nd Cllr A Bell)

That KTC purchase reusable name badges for Councillors (and Staff) to wear at KTC events, Civic Services and other suitable occasions. (ca)

9.2 Cllr A Bell

That KTC invite the Mayor of York and North Yorkshire, David Skaith, to visit the Town and Town Council to highlight all the positive work that is being done throughout the town.

9.3 Cllr S Oakes

As promised, I have spoken with several disabled community members who highlighted the need for small but important improvements—such as addressing uneven pavements—to enhance safety and accessibility. As these fall under NYC's responsibility, I recommend KTC write to request a meeting or direct communication with the relevant officer.

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:

Chair: The Deputy Mayor – Councillor Andy Bell

Councillors: K Davies, D Goode, M Flood, H Gostlow, K Lacey,
S Oakes, M Walker and J Pickard

Staff Present: The Clerk and the Deputy Clerk

Absent: Councillor J Batt

Also Present: The Chair of Scriven Parish Council

Late Arrivals: K Lacey 7.55 p.m.

Early Departures:

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillors Longhurst and Westmancoat.

None for this meeting

None for this meeting

Councillor Gostlow:

- There has been a re-shuffle in the Executive Committee at North Yorkshire Council with Councillors Mark Taylor and Richard Foster taking up new appointments.
- North Yorkshire Council's Strategic Planning Committee has recommended approval for an asphalt plant at Allerton Waste Recovery Park.

Councillor Walker:

- Reference was made to the Harrogate Outer Policing Team which has reported that anti-social behaviour is down in Knaresborough.
- NYC does not currently have a Local Plan with which to guide future development and conservation in the area; this will make it more difficult to refuse planning applications in the area.
- Missed waste collections are still being experienced by some residents following the re-organisation. If any Members know of any missed collections, please inform Councillor Walker.
- Mention was made of the important part that Highways had played in the success of the Bed Race on Saturday 14th and Councillor Walker expressed his thanks.

25/230 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meetings held on:

4.1 Monday 12 May 2025

RESOLVED: That the Minutes of the meeting held on Monday, 12th May 2025 be approved as a correct record and signed by the Chair.

4.2 Monday 19 May 2025 (extraordinary)

This item was deferred until the end of the meeting.

4.3 Thursday 22 May 2025 (Annual Meeting of the Town Council)

RESOLVED: That the Minutes of the meeting held on Thursday 22 May 2025 be approved as a correct record and signed by the Chair.

25/231 ITEM 5 - Business Remaining

None for this meeting.

25/232 ITEM 6 – Reports/Information from the Clerk

6.1 To approve the finance figures for March 2025 **and note** the checks by the nominated councillor against the bank statement are up to date

RESOLVED: To approve the finance figures for March 2025 and note the checks by the nominated councillor against the bank statement are up to date.

6.2 To approve the amended Asset Register

RESOLVED: To approve the amended Asset Register

6.3 To consider the detailed Year End Internal Audit Report and its recommendations numbered 1 to 6

RESOLVED: To accept the Year End Internal Audit Report and its recommendations numbered 1 to 6.

6.4 To consider the Annual Internal Audit Report 2024/25

RESOLVED: To receive and note the Annual Internal Audit Report 2025/25

6.5 To complete the Annual Governance Statement 2024/25 points 1 – 9

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

6.6 To consider the Accounting Statements 2024/25

RESOLVED: To approve the Accounting Statements 2024/25

6.7 To consider re-appointing Internal Audit Yorkshire for the financial year ending 31 March 2026.

RESOLVED: To re-appoint Internal Audit Yorkshire for the financial year ending 31 March 2026.

The Deputy Mayor moved to take – **ITEM 7 – Correspondence - 7.1 To consider a response** to an email received from a resident regarding the Supreme Court judgment ruling made on the 16 April 2025 relating to the interpretation of the protected characteristic of sex in the Equality Act 2010

It was noted that Knaresborough Town Council's (KTC) policies are written in line with legal policy, principally from the National Association of Local Councils/ Yorkshire Local Council Association. KTC is committed to the Equality Act and is committed to ensuring that all its practices and policies are legally compliant.

RESOLVED: To respond to the resident stating that KTC fully complies with the law when developing new policies and procedures and when reviewing its existing policies and procedures.

6.8 To review and adopt the following policies:

- i) Sexual and General Harassment Policy and Procedure (for employment)

RESOLVED: That with one minor amendment in 18.1 adding the wording 'or not', to adopt the Sexual and General Harassment Policy and Procedure (for employment)

It was noted that it is now mandatory for all Members to complete the appropriate training related to Sexual and General Harassment or be prepared to sign to say that they understand and will comply with the Policy.

ii) Dignity at Work Policy

RESOLVED: To adopt the Dignity at Work Policy

Councillor Lacey arrived 7.55 p.m.

25/233 – ITEM 7 – Correspondence

7.1 To consider a response to an email received from a resident regarding the Supreme Court judgment ruling made on the 16 April 2025 relating to the interpretation of the protected characteristic of sex in the Equality Act 2010

See 25/232 above.

25/234 - ITEM 8 - Reports from Committees and Working Groups

8.1 To Receive and Note the Minutes of the KTC Planning Committee meetings held on 12 May (report format – meeting inquorate) and 02 June 2025 (see KTC website for details)

RESOLVED: To receive and note the minutes of the KTC Planning Committee meeting held on 12 May (report format) and 02 June 2025.

25/235 ITEM 9 - Motions from Council Members

9.1 Cllr Hannah Gostlow (as KTC representative from Community Centre Committee)

“That KTC sources appropriate signage for the Stockwell Community Centre car park indicating that the car park is for users of the centre only and that the speed limit is 5mph. once sourced, the Clerk is given delegated authority to purchase the signage and arrange for installation”.

RESOLVED: That KTC sources appropriate signage for the Stockwell Community Centre car park indicating that the car park is for users of the centre only and that the speed limit is 5mph. Once sourced, the Clerk is given delegated authority to purchase the signage and arrange for installation.

9.2 Cllr Shan Oakes

‘North Yorkshire Council has announced a ‘Call for sites’. The announcement states that:

“Sites can be put forward for any use or designation and this can include, but is not limited to, housing, employment and commercial development, retail and leisure,

renewable energy generation and biodiversity or other environmental enhancement schemes.”

The consultation will run **until midnight on Tuesday 15 July 2025**

National discussions around planned legislation suggest that the environmental protections in existing policies may be overridden. For example, land has been acquired by a housing developer within the greenbelt, presumably in the expectation that restrictions to housing may soon be removed.

In previous years, KTC has committed time and expenditure making clear its views in the Neighbourhood Plan. Therefore, the Council should consider responding to the call for sites by reaffirming the relevant sites in the Neighbourhood Development Plan for protection from environmental damage’

Councillor Oakes spoke in favour of her Motion. Members discussed and it was

RESOLVED: To defer this item to the Planning Committee meeting on 30th June.

The Deputy Mayor moved to take **25/230 ITEM 4 - To consider and, if thought fit, approve** as a correct record, **the Minutes** of the **Council Meeting** held on:

4.2 Monday 19 May 2025 (extraordinary)

RESOLVED: That in view of the confidential nature of the business to be transacted re **ITEM 4.2** pertaining to commercially sensitive information, the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public.

RESOLVED: That KTC does not proceed with the public consultation as detailed in the Minutes of 19 May.

FURTHER RESOLVED: That the Minutes of the extraordinary meeting held on Monday 19 May, 2025 be approved as a correct record and signed by the Chair.

Out of confidential session.

25/236 ITEM 10 - Information Exchange

- Councillor Pickard referred to the new Town Ranger and the excellent work that he is doing throughout the town. He asked members to notify the office of any tasks which they might come across which would likely fall under the Ranger remit.
- Councillor Pickard informed members that he had been approached by All Britain Fleadh Folk Festival (festival of traditional Irish music and culture) with a view to Knaresborough hosting the event in 2028.
- Councillor Walker mentioned complaints against a licensed establishment in the town and noted that there is to be an inspection by the police and the

North Yorkshire Licensing Team.

- Councillor Flood referred to the abundance of temporary traffic lights around the town and NYC Councillor Walker confirmed that the Area Committee of NYC will be investigating.
- Councillor Oakes spoke about the poor condition of pavements throughout the town and NYC Councillor Hannah Gostlow asked for a more specific break down and she would investigate.

Meeting closed at: 8.30 p.m.

Signed by the Deputy Mayor:

Councillor A Bell

KTC Meeting Dates November 2025 – May 2026

Monday 15 September	Full Council 7.00 p.m.	
Monday 22 September		
Monday 29 September	Staffing 9.00 a.m.	
Monday 06 October	Planning 12 noon	
Monday 06 October	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 13 October	Possible Markets Cttee meeting 10.00 a.m.	
Monday 20 October	Finance & Gen Purposes 7.00 p.m.	Or convert to a Grants Committee?
Monday 27 October		
Monday 3 November	Planning 12 noon	
Monday 3 November	Clerk informal meeting with all councillors to consider budget	
Monday 10 November		
Monday 17 November	Full Council Budget	
Monday 24 November	Possible Markets Cttee meeting 10.00 a.m.	
Monday 01 December	Planning 12 noon	
Monday 08 December		
Monday 15 December	Full Council Precept Setting 7.00 pm	
2026 Monday 05 January		Christmas break will not allow sufficient time to legally send out a planning agenda with summons
Monday 12 January	Planning 12 noon	
Monday 19 January	Finance & Gen Purposes 7.00 pm	
Monday 26 January		
Monday 02 February	Planning 12 noon	
Monday 02 February	Projects Community & Environment (PCE) 7.00 p.m.	

Monday 09 February	Staffing	
Monday 16 February		
Monday 23 February		
Monday 02 March	Planning 12 noon	
Monday 02 March	Annual Town Meeting	
Monday 09 March		
Monday 16 March	Full Council 7 p.m.	
Monday 23 March		
Monday 30 March	Planning 12 noon	
Monday 06 April	Easter Monday	
Monday 13 April	Finance & Gen Purposes 7.00 pm	
Monday 20 April	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 27 April		
Monday 04 May	Bank Holiday	
Monday 11 May	Planning 12 noon	
Monday 11 May	Full Council (Annual Meeting prep) 7.00 pm	
Monday 18 May		
Thursday 21 May	Mayor Making	



Knaresborough
Town Council

IT AND CYBERSECURITY POLICY

1. Introduction

Knaresborough Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Knaresborough Town Council's IT resources, including computers, networks, software, devices, data, and email accounts. The Town Clerk is responsible for the implementation and monitoring of this policy but may delegate that responsibility to another Officer.

3. Acceptable use of IT resources and email

Knaresborough Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content; they must be familiar with and abide by the regulations set out in the Council's Data Protection and Retention Policy.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Knaresborough Town Council for work-related tasks and will have up to date antivirus software installed which must not be switched off for any reason. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Knaresborough Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Knaresborough Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Knaresborough Town Council are for official communication only and must be used for all council business. Members are reminded that any email sent or received in their capacity as a Town Councillor is Council data and any emails may have to be disclosed following requests under the Data Protection Act 2018 or Freedom of Information Act. This includes emails to/from personal accounts when acting as a Councillor.

Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted. Town Council emails should not be forwarded to personal inboxes.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Knaresborough Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

8. Password and account security

Password leaks are dangerous as they can compromise entire infrastructures. Knaresborough Town Council users are responsible for maintaining the security of their accounts and passwords, which should be strong and not shared with others. Regular password changes are encouraged to enhance security; two factor authentication is recommended where possible. Users must take immediate action if they suspect their password has been compromised (see 12 below).

9. Mobile devices and remote Work

Mobile devices provided by Knaresborough Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office and ensure their private network is secure.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution (The Clerk or Designated Officer). Report any email-related security incidents or breaches immediately (also to the Clerk or Designated Officer).

13 Training and awareness

Members will be provided with a brief overview of cybersecurity measures as part of their induction programme and may be provided with more in depth training as required. Knaresborough Town Council employees will have access to training and resources to educate users about IT security best practices, privacy concerns, and technology updates.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk (or Designated Officer). All staff and councillors are responsible for the safety and security of Knaresborough Town Council's IT and email systems. By adhering to this IT and Cybersecurity Policy, Knaresborough Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date Adopted:

Review: **Annually**



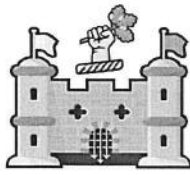
Strategic Priorities 2024 – 2027

Strategic Vision, Aims and Objectives:

1. Supporting a thriving town centre and encouraging tourism
2. Protecting the town and its residents from the impact of environmental change
3. Protecting Knaresborough's heritage
4. Improving open spaces and recreational facilities
5. Working to improve community safety and engagement
6. Sourcing additional funding to facilitate further improvements in the town

Year One: 2024 - 2025

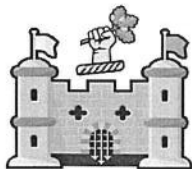
High priority	Project	Budget	End Date	
	Market feasibility and business case	TBC	TBC	✓
	Integrate and develop Community Projects Officer role	Staffing	Dec 2024	✓
	Improve grant monitoring/feedback and promotion	Not required	Dec 2024	✓
	Tour guide training launch and implementation	£7,000	Mar 2025	✓
	Road closure management plan	£10,000	Apr 2025	
	Neighbourhood Development Plan Reg 16	£2,000 +EMR	In progress	
	Solar Energy Project Funding application	Not required	Feb 2025	✓
	Biodiversity Policy	Not required	May 2024	✓
Medium priority	255 th Commemoration – Enclosures Act	£600	Aug 2025	✓
	Town Map	£1000	TBC	✓
	KGV Field commuted sums	TBC	In progress	
	Emergency Resilience Plan review	Not required	In progress	
	Further work on Town Ranger role development	£10,000	TBC	✓
	Councillor surgeries to improve engagement	Not required	Ongoing	✓
	Community stage usage development	TBC	Ongoing	
	Bright Friday	£2,500	Nov 2024	✓
	Remembrance	£1,000	Nov 2024	✓
	D-Day 80	£3,000	Jun 2024	✓
	VE Day 80	TBC	May 2025	✓
	Engage Duchy re Castle Area	TBC	Feb 2025	✓
	Storage solutions – investigate	TBC	TBC	
	Police liaison meetings and communications	Not required	Ongoing	✓
	VAS review	£5,000	Mar 2025	
	Allotment site – Hawthorns investigate	TBC	NYC?	
Low priority	Castle 900 th 2030	£600	2030	
	Biodiversity review and action plan	TBC	TBC	
	Office mobile phones	£1,200	Mar 2024	✓



	Christmas Tree Festival – community engagement	TBC	Dec 2024	✓
--	--	-----	----------	---

Year Two: 2025 - 2026

High priority	Project	Budget	End Date	
	Market business plan and potential phased implementation	TBC	In progress	
	Town Ranger/Lengthsman/Maintenance Officer	Staffing	Dec 2025	✓
	Storage – feasibility and business plan?	TBC	TBC	
	Tour guide implementation and review processes	TBC	May 2025	✓
	Neighbourhood Development Plan review and training	TBC	Apr 2026	
	Solar Energy Project implementation	Grant funded	May 2025	✓
	255 th Commemoration – Enclosures Act completion	TBC	Aug 2025	✓
	Storage solution implementation phase	TBC	TBC	
	Integrate additional allotment site with existing if NYC allow	TBC	Chasing NYC	
	KTC consultations – budget, market, castle etc	TBC	Ongoing	
	NEW Replace 3 Flags at the Castle (incl Risk Assess)	£1000	May 2025	✓
Medium priority	Castle Area Feasibility	TBC	Apr 2026	
	Town Map distribution if not already completed	Not required	TBC	✓
	KGV Field commuted sums	TBC	TBC	
	Emergency Resilience Plan improvements	TBC	Dec 2026	
	Councillor surgeries to improve engagement	Not required	Ongoing	✓
	Community stage usage development	TBC	Ongoing	
	Bright Friday	TBC	Nov 2025	
	Remembrance	TBC	Nov 2025	
	Police liaison meetings and communications	Not required	Ongoing	
	VE Day 80	TBC	May 2025	✓
	Tree Survey	EMR	Dec 2025	
	Council Business Plan and Action Plan review	Not required	Dec 2026	
	NEW Investigate Border signage	TBC	TBC	
Low priority	Castle 900 th 2030	TBC	2030	
	Biodiversity action plan review	TBC	Mar 2026	



Year Three: 2026 - 2027

High priority	Project	Budget	End Date	
	Market phased implementation	TBC	TBC	
	Integrate and develop Town Ranger/Lengthsman/Maintenance Officer	Staffing	Dec 2026	
	Storage – implementation and development?	TBC	TBC	
	Tour guide review and develop if needed	TBC	TBC	
	Neighbourhood Development Plan review	TBC	Apr 2027	
	Castle area feasibility and further investigate	TBC	TBC	
	Council Business Plan and Action Plan update 2028 - 2031	TBC	Dec 2027	
	Christmas Lighting Tender	TBC	TBC	
	KTC consultations – budget, market, castle etc	TBC	Ongoing	
Medium priority	General commuted sums – investigate potential projects	TBC	TBC	
	Emergency Resilience Plan review	TBC	TBC	
	Further devolution opportunities - investigate	TBC	TBC	
	Councillor surgeries to improve engagement	Not required	Ongoing	
	Bright Friday	TBC	Nov 2025	
	Remembrance	TBC	Nov 2025	
	Police liaison meetings and communications	Not required	Ongoing	
	Castle 900 th 2030	TBC	2030	
Low priority				
	To be identified			

Reviewed: September 2025

Knaresborough Events – Mayoral High Street Fund – July 2025

Overview

As a community, we proudly host a vibrant calendar of events designed to support both of our town's high streets—Upper Knaresborough and Lower Knaresborough. These events are organised by key local organisations and networks and are free for the public to enjoy.

The York and North Yorkshire Combined Local Authority has recently launched a “High Street Fund.” Backed by the York and North Yorkshire Mayor, this fund aims to drive economic growth across the region by empowering communities to invest in their local areas. Chain Lane Community Hub invited a network of key organisations and people in the town to look at this opportunity. Following the workshop held on Thursday, 10th July 2025, there was unanimous agreement on the strong demand for a new initiative focused on enhancing the town's event landscape. The vision is to invest in and strengthen existing events, support the creation of new free public events, and work collectively to attract larger sponsors.

This initiative also aims to foster collaboration by sharing knowledge, experience, and connections among stakeholders—bringing together a unified group committed to enriching the town's cultural and economic vitality.

Need for the project

During the workshop, all attendees highlighted the ongoing challenges of securing sponsorship and fundraising for their events. These pressures are compounded by the increasing demands of meeting health and safety regulations, rising insurance costs, and the complexities of obtaining adequate coverage. There was also a shared recognition of the need for stronger marketing support to help promote these events more effectively.

Despite these challenges, existing events continue to draw impressive attendance from both residents and tourists. There was a strong collective commitment to working in partnership to ensure these events not only continue but have the opportunity to grow and, in some cases, expand.

Participants also identified key gaps in the town's event calendar—particularly in February, March, July, and September—where no free public events currently take place. There was a clear desire to “fill these gaps” and create a more consistent year-round offering for the community.

The Knaresborough District Chamber shared a compelling example: one local business reported a £2,500 increase in turnover during the one-day “Party in the Park” event. However, this event was at risk of cancellation this year due to a lack of funding.

All attendees (***Chain Lane Community Hub, Knaresborough Chamber, Knaresborough Connectors, Knaresborough Heritage Centre, Knaresborough Library, Knaresborough Lions, Knaresborough Town Council, Knaresborough Revolution***) strongly agreed that this proposed initiative would enhance existing events, foster stronger collaboration, and help secure the long-term future of the town's event programme. Without this support, the loss of events would significantly impact local businesses and charities, threatening the vibrancy of our high streets and the resilience of our local economy.

Proposed project

At its heart, this initiative aims to invest in existing events to strengthen our local economy by increasing footfall and attracting both residents and visitors. Alongside this, we aspire to introduce new and exciting free events that further enrich the town's cultural offering and economic vitality.

A key focus of the project will be ensuring the long-term sustainability of these events. By uniting under a shared vision, we plan to collaborate with Totally Locally and other partners to attract larger-scale sponsorship. We believe that presenting a collective, town-wide programme—rather than isolated individual events—will be far more appealing to national sponsors. This unified approach showcases a broader impact and a stronger return on investment, making our town a more attractive proposition for long-term support.

Roles

There will be two key roles within the project that will ensure the project achieves its aspirations:

- **Lead Partner** – Chain Lane Community Hub will be the lead accountable body for the project and lead on coordination of the steering group, writing the bidding application and if successful, reporting back to the funder ensuring key objectives are achieved. They will also lead the application process for new events and report to the overall steering group.
- **Steering Group**
 - **Existing event organisers** – Organisation's and individuals who support local free events will be invited to form part of the steering group and receive investment from the fund
 - **Key people and organisations in Knaresborough** – Some local stakeholders who play an integral role to the Knaresborough Community will be invited to have a seat on the steering group

The key principles within the project will be underpinned by open, honest and transparent processes. As a registered charity, Chain Lane Community Hub will act as the “honest broker”

Next Steps and Actions

- **Existing event organisers** – Submission of 1 page EoI, details requested investment for the fund
- **Key stakeholders** – Expression of interest in place on the steering group
- **Submission of application** – Chain Lane Community Hub will submit application as the lead partner on or before 31st July 2025

KNARESBOROUGH EVENTS

Project Model



Mayoral High Street Fund Knaresborough Events Partnership

Overview

We have outlined the proposed Project summary submitted on behalf of the partnership. Where we are unable to share some information due to commercial in confidence data, we have highlighted the project proposal below.

Project Name

We were required to identify a project name and went with:

Eventure Knaresborough - Strengthening Free Events for Economic Impact

Steering Group

The below organisations/stakeholder will form part of the steering group:

- Chain Lane Community Hub (Lead Partner)
- Yorkshire CREATE
- Inspire Youth Yorkshire
- FEVA
- Knaresborough Lions
- Knaresborough Town Council (*Pending vote by Councillors*)
- Knaresborough District of Chamber of Trade
- Knaresborough Museum
- Knaresborough Connectors
- Knaresborough Rotary
- Knaresborough Revolution
- Martin Davis (Independent)

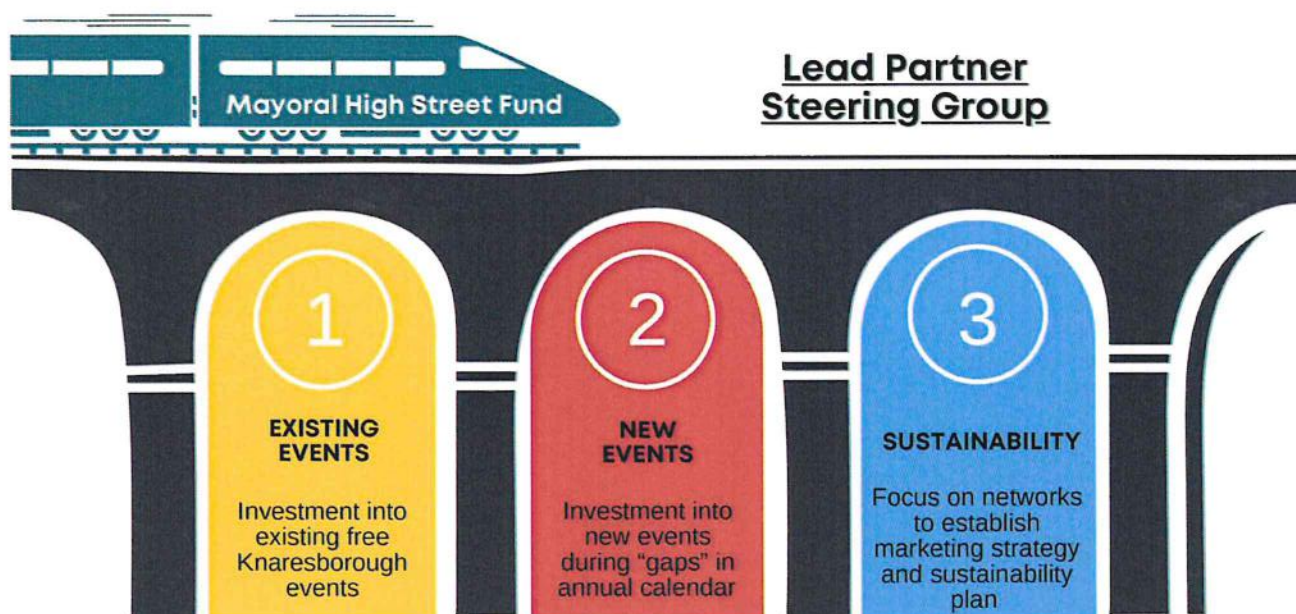
Short Project Overview

Our project aims to secure the future of both existing and new free public events in Knaresborough, with the overarching goal of increasing footfall and driving economic growth on our high streets. By unifying events under a single, coordinated calendar, we will enhance visibility, improve planning, and maximize the collective impact of these activities.

To deliver this, we will establish Knaresborough's first multi-agency partnership that focuses on free events for the town, bringing together public, private, and voluntary sector representatives. This collaborative model will align with existing initiatives such as Totally Locally, ensuring synergy and shared purpose across the town.

Our focus is threefold:

- **Existing Events:** We will safeguard vital events currently at risk by seeking future investment and securing larger sponsorships to ensure their long-term viability.
- **New Events:** We will support new organisers to fill gaps in the town's calendar, prioritizing free, inclusive events that activate the high street and riverside, and strengthen Knaresborough's cultural offer.
- **Sustainability:** We will remove barriers for organisers, support strong foundations for new events, and develop a marketing and sustainability strategy. By collecting data on economic impact, we will demonstrate the value of events in supporting local prosperity—especially for small, independent businesses.



The project is structured around three key strands, each representing a strategic area of investment:

1. **Support for Existing Events**-- Organisers of established events were invited to apply for funding under this strand. The aim is to ease ongoing financial pressures and empower organisers to engage with the sustainability goals of the wider programme
2. **Development of New Events** - Recognising gaps in the town's calendar for free public events, a dedicated fund of £50,000 has been established. This fund is open to future event organisers through a transparent and competitive tender process. Key criteria include:
 - Events must be free to attend.
 - They should be located on the High Street, the riverside, or between the two.
 - Specific requirements will be set and agreed upon by the steering group.
 - The funding will support the creation of new events, with a strong emphasis on collaboration with the project partnership to ensure long-term viability, success, and sustainability.

Additionally, a separate allocation has been made for a youth-led event, which will be developed by the Youth Council in partnership with Yorkshire CREATE and Inspire Youth Yorkshire.

3. **Sustainability and Long-Term Impact** - The core objective of the project is to secure the future of free events in the town. To achieve this, the sustainability strand includes targeted investments in the following areas:
 - **Best Practice & Compliance:** Collaborating with North Yorkshire Council's Safety Advisory Group (SAG) and project steering group members to develop best practice templates for event management, addressing challenges around health and safety, highways, and insurance.
 - **Digital Infrastructure:** Updating the Knaresborough.community website to serve as a central hub for the town's events calendar.
 - **Branding & Marketing:** Allocating resources to explore a unified branding strategy for Knaresborough Events. The steering group will assess the need and potential impact of a dedicated brand identity.
 - **Sponsorship Development:** Building connections with large businesses to secure sponsorships, leveraging corporate social responsibility initiatives to support event organisers.
 - **Impact Evaluation:** Funding has been set aside to measure the economic and social impact of events, particularly on High Street businesses. This includes establishing a baseline for footfall and financial benefit, which will be reassessed at the end of the project. This data will be instrumental in
 - informing future funding applications and strategic decisions and this data will be made available to all parts of the Knaresborough community.

Eventure Knaresborough – Outputs and outcomes

Nominal Target	Number
Number of free events delivered in calendar year	12–15
Number of new events supported	3–5
Number of existing events safeguarded	6–8
Steering group established and operational	1
Number of steering group meetings held	4 (quarterly)
Business survey conducted	1
Number of businesses engaged in survey	50–75
Number of sponsorships secured	Tbc
Sustainability and marketing strategy created	1
Number of shared “how-to” guides/templates produced	5
Number of volunteer hours contributed	2,000+

Outcomes	Nominal Target
Increase in footfall during event periods	+10–20% (based on baseline)
Increase in business revenue during events	+£2,000–£5,000 per business (anecdotal baseline)
Improved collaboration across event organisers	Qualitative feedback from 10+ partners
Increased youth engagement in town centre events	150+ young people
Improved perception of town events (via survey)	80%+ positive feedback
New sponsorship income secured	£10,000–£20,000
Reduction in event delivery barriers (e.g. H&S, insurance)	50% of organisers report improved ease
Establishment of a sustainable partnership model	1 operational framework in place
Brochure of “good practice” can do guides to event set up & management	1 public brochure

From: Charlotte McEvoy <charlotte@chainlane.org>
Sent: 07 August 2025 11:45
To: community@knaresboroughtowncouncil.gov.uk; Knaresborough Clerk
Cc: Sue Vasey
Subject: Events Bid

Hello Hannah and Angela

I just wanted to follow up with some information regarding the proposed bid we have put in for the events for Knaresborough.

If we are successful and if Councillors vote to participate in the bid, we have allocated Knaresborough Town Council the following amounts for the following events:

1. Remembrance Sunday and Service Parade - £2,555
2. Bright Friday - £3,000

The Town Council would also sit on the steering group.

Thanks

Charlotte McEvoy

Community Empowerment Manager

Chain Lane Community Hub

Chain Lane

Knaresborough

HG5 0AS

Tel: 01423 861066

Email: charlotte@chainlane.org

Website: www.chainlane.org

Please Like us and Follow us on Facebook [@chainlanecommunityhub](https://www.facebook.com/chainlanecommunityhub)

Chain Lane Community Hub a Company Limited by Guarantee. Registered in England and Wales. Company Registration Number 07527344. Registered Office Chain Lane Community Hub Chain Lane Knaresborough HG5 0AS. Registered Charity Number 1150969. The contents of this message maybe confidential and subject to legal privilege. This message is protected by copyright. Any unauthorised copies or use of the message is actionable. The company accepts no responsibility for any virus found in any message or attachment. If you receive this message in error please email it back to us immediately and delete without making or retaining copies. Any personal opinions expressed in this message are those of the sender and should not be taken as representing the views of Chain Lane Community Hub.



clerk@knaresboroughtowncouncil.gov.uk

From: Cllr.Hannah Gostlow <Cllr.Hannah.Gostlow@northyorks.gov.uk>
Sent: 14 July 2025 13:34
To: Knaresborough
Subject: NYC Winter Weather Response Review - Feedback

Flag Status: Flagged

Hi Angela,

I am emailing with regards to NYC's Winter Weather Response Review, on page 155 of the agenda linked to below. As a member of the NYC Transport, Economy, Environment and Enterprise Overview and Scrutiny Committee we were asked to review and make comment on this at our meeting last Friday before it is presented to NYC's Executive. However, as a Town Councillor myself I noticed the lack of engagement with our local Town & Parish Councils, especially Harrogate and Knaresborough, who as the report acknowledges were heavily impacted by this period of extreme winter weather.

May I ask if you would be happy to circulate this report with our Knaresborough Town Councillors, and perhaps put it on a future agenda for discussion? I learnt a lot in Friday's meeting & discussion about current NYC initiatives for communities to get involved in the 'winter response', but again, as a local councillor this was information I don't believe has previously been shared with us.

(Public Pack)Agenda Document for Transport, Economy, Environment and Enterprise Overview and Scrutiny Committee, 11/07/2025 10:00

I will also forward on to the Clerk of our new Harrogate Town Council. Any recommendations from either Town Council could be sent directly to the NYC's Executive or alternatively could be raised in the NYC Harrogate & Knaresborough Area Committee for discussion/recommendations.

Best wishes,

Hannah

--

Cllr Hannah Gostlow
Knaresborough East

Mobile: 07867 797594



From: NoReply=visionict.com@mg.visionict.com on behalf of NoReply@VisionICT.com
Sent: 20 July 2025 14:01
To: clerk@knaresboroughtowncouncil.gov.uk
Subject: Website Enquiry Form - Dr Catherine Lo Polito

Comments

Detail of the comments can be seen below:

From: Dr Catherine Lo Polito
 To: Harrogate and District NHS Foundation Trust
 Telephone: 01834 531257
 Email: c.lopolito@hdf.nhs.uk

Comments

Dear Sir/Madam I moved into 30 Park Grove in August 2024 and was dismayed at the level of smoke pollution in my street in the autumn and winter months. The air is thick with smoke in the evening and night. Windows have to be kept closed in an attempt to keep the smoke out of the house. I am concerned regarding the health implications of this situation for my family and my neighbours. Quoting from the Defra website: 'Air pollution is the biggest environmental risk to public health. Using a stove or open fire at home is a major contributor of a pollutant called fine particulate matter (known as PM2.5). These tiny particles can damage your lungs and other organs and can be harmful to your health.' I am aware that a smoke control area covers the majority of the neighbouring town of Harrogate but not Knaresborough. I would like to respectfully request that Knaresborough be also designated a smoke control area. Kind regards Dr Catherine Lo Polito

[unsubscribe](#)

North Yorkshire Council Officers are seeking to engage with key stakeholders on the Cycling Network Development for Harrogate and Knaresborough and collect views on the emerging priorities which are outlined below.

In 2021, NYC officers started to look at the additional corridors indicated on the Harrogate Cycle Improvement Plan (HCIP) network map in more detail in partnership with Harrogate District Cycle Action (HDCA) given their knowledge and experience in using the local cycling network. The aim was to develop a list of cycling route priorities in the short, medium, and long term as per the guidance for stage five of the Local Cycling and Walking Infrastructure Plan (LCWIP) process. Following a report to the former BES Executive Members in 2022, which detailed the prioritisation methodology, Officers completed an assessment of potential cycle corridors across Harrogate. The Prioritisation outcomes were brought before Environment Executive Members in February 2024 with the recommendation to expand the study area to include Knaresborough, using the same methodology, to ensure alignment with the original HCIP.

In recent years, the funding North Yorkshire Council has received for active travel schemes has generally been lower than the costs of any of our LCWIP priority corridors. This work is a practical application of the Local Cycling and Walking Infrastructure Plans and will contribute towards a list of lower cost schemes (comparable to the priority corridors outlined in Phase 1 of the LCWIP) to be put forward for sifting as and when funding opportunities are presented to North Yorkshire Council. If selected the development and construction of improvements along these links will contribute to improving modal choice for users in making day to day journeys.

This prioritisation exercise is being undertaken considering the following factors:

- 1. The propensity for the segments to increase the number of cycling and walking trips
- 2. The deliverability of improvements in the segment, and:
- 3. Alignment with North Yorkshire Councils wider policies.

Although most of the links have no defined solution as it stands as they are conceptually where improvements should be made subject to design/construction funding in the future, the potential solutions may be on or off carriageway solutions, signage improvements and/or traffic calming or pedestrian only improvements.

Corridors have been selected and assessed to create short-, medium- and long-term priorities under the following definitions.

Short Term	(Typically, under <3 years) schemes which can be implemented quickly or are under development (subject to implementation funding becoming available)
------------	--

Medium Term	(Typically, <5 years) comprising improvements where there is a clear intention to act, but delivery is dependent on further funding availability or other issues (e.g. further design work, securing planning permissions and/or land acquisition)
Long Term	(Typically, >5 years) more aspirational improvements or those awaiting a defined solution.

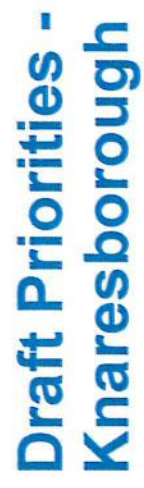
The segments selected as priorities are displayed in the below table as well as in the attached Harrogate and Knaresborough Map.

Time Frame	Corridor	Town	Cost Estimation	Comments
Short	A59 Missing link	Knaresborough	Medium	Area Committee funded design work being completed however no delivery funding identified yet
	Otley Road Remainder (west of phase 1)	Harrogate	Medium	Developer funded phases through West of Harrogate
	Station Gateway	Harrogate	High	Delivery through Transforming Cities Fund
	NPIF sustainable transport package	Harrogate	N/A	Package of sustainable transport measures in the vicinity of the Otley Road Corridor, the delivery of which will see the introduction of speed limits, new crossing facilities and the upgrade of bus stops
Medium	King James Road	Knaresborough	Medium	No defined solution/funding currently
	Farfield Avenue	Knaresborough	Low	No defined solution/funding currently
	Aspin Park Drive	Knaresborough	Low	No defined solution/funding currently
	Aspin Lane (Crag Lane to Aspin Park Drive)	Knaresborough	Low	No defined solution/funding currently
	A59 Starbeck level crossing to Empress Roundabout	Harrogate	High	Previous 2016 Knaresborough-Harrogate-Cardale Park Cycle Route Feasibility Study has concept designs for this route, although they are not currently LTN 1/20 compliant. No defined funding route currently.
	A59 Forest Lane Head to Starbeck level crossing	Harrogate	High	Previous 2016 Knaresborough-Harrogate-Cardale Park Cycle Route Feasibility Study has concept designs for this route,

				although they are not currently LTN 1/20 compliant. No defined funding route currently.
	East Parade (including Dragon Parade/Dragon Road)	Harrogate	Medium	Outline design/LTN 1/20 refreshed. Junction improvements also needed. No defined funding route currently.
	Skipton Road A59	Harrogate	High	Outline design/LTN 1/20 refreshed. Option to include Bilton Lane. No defined funding route currently.
	Pannal Ash Road	Harrogate	High	No defined solution/funding currently
	Victoria Avenue (Cycling improvements)	Harrogate	High	No defined solution/funding currently
	Hookstone Drive	Harrogate	High	No defined solution/funding currently
	Ripon Road (Jennyfield Drive to Parliament Street)	Harrogate	High	Outline Design (HCIP Phase 2 report), No defined funding route currently
	Hookstone Road	Harrogate	High	No defined solution/funding currently
Long	Hornbeam Park Avenue	Harrogate	High	Outline Design (HCIP Phase 2 report). Development of full corridor includes Rayleigh Rd, Hamilton Ave, Warwick Crescent, St James Drive, Stray Reign, South Park Rd, North Park Rd, Slingsby Walk. No defined funding route currently.
	Jennyfield Drive	Harrogate	High	Outline Design (HCIP Phase 2 report). Option to include Crowberry Drive. No defined funding route currently.
	Beckwith Road	Harrogate	N/A	No defined solution/funding currently
	Wetherby Road	Harrogate	High	No defined solution/funding currently
	Oatlands Drive	Harrogate	N/A	No defined solution/funding currently
	Railway Path	Knaresborough	High	No defined solution/funding currently
	B6164 Grimbold Crag Way	Knaresborough	High	No defined solution/funding currently
	Chain Lane	Knaresborough	Medium	No defined solution/funding currently
	A59 York Road (Chain Lane to Manse Lane)	Knaresborough	Medium	No defined solution/funding currently

	A59 York Road (Manse Lane to Roundabout)	Knaresborough	Medium	No defined solution/funding currently
--	--	---------------	--------	---------------------------------------

We welcome your thoughts on the proposed priorities in writing



**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 07 July 2025**

PRESENT: Chair: Councillor Pickard

Councillors: A Bell, M Flood, H Gostlow, K Lacey, S Oakes,
M Walker and H Westmancoat

Staff Present: The Clerk and Community Projects Officer

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

Absent: J Batt

25/001 ITEM 1 - To elect a Chair for the Committee

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

25/002 ITEM 2 - To elect a Vice-Chair for the Committee

RESOLVED: That Councillor A Bell is elected Vice Chair for the Committee.

25/003 ITEM 3 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.

None for this meeting

25/004 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

25/005 ITEM 5 – KTC Public Speaking Session

None for this meeting

25/006 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 08 April 2025

Councillor Bell enquired about next steps for boundary signage and was advised that a motion should go to the next Finance Committee if required at this time.

RESOLVED: That the minutes of the Projects and Events committee meeting held on Tuesday 08 April 2025 be approved as a correct record and signed by the Chair.

25/007 ITEM 7 - Reports/Information from the Clerk

7.1 To receive and note the expenditure to date on:

- (i) VE Day 80
- (ii) Tour Guide Project
- (iii) SPF Funding – Stockwell Hub

RESOLVED: To receive and note.

7.2 To receive a verbal report on recent events and projects from the Community Projects Officer.

The Community Projects Officer outlined the many and varied projects and events that Council has been involved with (see appendix 1)

Councillor Walker informed the committee that some (perhaps all) of the public toilets in Knaresborough are now on locking timers and to contact NYC if there is a need to alter the timings for events.

25/008 ITEM 8 – Correspondence

8.1 To agree a response to the email from the CEO at Chain Lane Community Hub re the possibility KTC involvement in an International Friendship Day Festival 2026

RESOLVED: To respond to the email giving details of NYC events team for permissions at Knaresborough House and stating that KTC is open to collaboration but would need more information as to what is needed from KTC.

8.2 To receive the email from the Community Empowerment Manager at Chain Lane Community Hub re invitation to a workshop to discuss the potential of a partnership bid to the Mayoral Fund with a focus on events

RESOLVED: To receive the email and note that Councillor Pickard and the Community Projects Officer will be attending the workshop to gather information on behalf of council.

FURTHER RESOLVED: To email the Locality Lead (Central) – Harrogate, Knaresborough and Boroughbridge, NYC to ask them to attend a future meeting to discuss stronger communities and how organisations can support each other.

25/009 ITEM 9 - Reports from Full Council, Sub-Committees and Working Groups

9.1 To receive the terms of reference for the Knaresborough Police and Community Liaison Committee

RESOLVED: To receive and note the terms of reference.

9.2 To receive and note the notes of the Climate Change Subcommittee meeting held on 25 March **2025**

RESOLVED: To receive and note the Climate Change Subcommittee notes.

9.3 To receive and note the minutes of the Knaresborough Castle Subcommittee meetings held on 26 March, 1 May and 5 June 2025 (*ca*)

RESOLVED: To receive and note the minutes of the Knaresborough Castle Subcommittee.

25/010 – ITEM 10 – Information Exchange

- Councillor A Bell mentioned that he believes, through the business collective and Totally Locally initiative the Town may get a new website to highlight businesses.
- Councillor H Gostlow told members the Town Map project was progressing, and the artist was inking the illustrations.
- The Clerk made members aware of an incident at the Bebra paddling pool over the weekend and a concern raised over NYC emergency contact details.

Meeting closed 8:25 p.m.

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

Appendix 1

Projects, Community and Environment Committee report for 7 July 2025 meeting - Hannah Read, Community Projects Officer

KTC events and projects since the last PCE meeting on 8 April 2025:

- Special Arts Award - launched

Following a nomination process, Knaresborough Town Council have awarded a Special Arts Award of £100 to each of the following organisations:

Yorkshire CREATE, Craft and Social, FEVA for their Mosaic Project this summer, Knaresborough Youth Theatre, to both the Choir at St John's Church and The Paul Mirfin Band for a collaborative project bringing together two distinctive styles of music, and to the team working together to put on the Knaresborough Eleven Play – a collaboration between Rabbithead Productions, Feva and Yorkshire Create.

Certificates were given to each of the organisations / individuals with the £100 award. We hope these awards go a little way to help support creativity in our town.

- 'Meet your Town Councillor' drop-in surgery at the library on 23 May

The second Town Councillor drop-in surgery at the library was hosted by Councillors Helen Westmancoat and David Goode on Friday 23 May.

- There is the potential opportunity for a specific Town Councillor drop surgery at the library to support the next phase of the Neighbourhood Development Plan (NDP). David Goode to co-ordinate. The NDP Reg 16 consultation will start on 28th July for six weeks.

- ITG Tour Guiding Training Course

9 volunteer tour guides have completed the training course and passed their exam to become official ITG White Badge Guides for Knaresborough.

On Wednesday 25 June KTC hosted a graduation ceremony for the volunteer tour guides at Knaresborough House for invited guests. Project Co-ordinator Cllr Margy Longhurst, Course Director Sarah Cowling and ITG Vice President Jackie Clare all gave speeches before the guides were presented with their ITG certificates, White Badge and Tour Guide uniforms.

Hannah R continues to support the Guides through marketing, social media and email communications for the Volunteer Co-ordinator Cllr Margy Longhurst and team of volunteer guides as they begin to offer regular weekly tours.

As well as offering weekly walking tours from the Market Place on Wednesdays and Saturdays starting at 11am from the Market Cross, the volunteer tour guides are also supporting the 255th Anniversary of the Enclosure Act events on 13th August and are willing to work with KTC to support future events in the town.

- VE Day 80 Anniversary Event on 8 May 2025

On Thursday 8 May Knaresborough joined with the nation to commemorate the 80th Anniversary of VE Day. Our community came together for a shared moment of celebration and reflection, to celebrate 80 years since the end of World War II in Europe and pay tribute to those who fought for our freedom, remembering the resilience and unity that defined our communities.

Knaresborough Town Council organised a free community event in the evening of Thursday 8 May in the grounds of Knaresborough Castle. People were invited to bring a picnic and enjoy live

entertainment from the KTC stage, before the more commemorative part of the evening which included a parade of local Cadets and the local branch of the RBL, prayers and the official tribute at the War Memorial, and concluded with the lighting of the town's beacon. Thanks go to the Task and Finish group and everyone who contributed and was involved in making the event the successful celebration it was. Feedback both in person and on social media for the event has been hugely positive.

One highlight was working with Craft and Social. KTC commissioned a silhouette tribute which was made by the students at Craft and Social and then installed outside Knaresborough House as part of our town's commemoration of VE Day 80th Anniversary.

- Knaresborough Community Festival – Saturday 18th May

KTC had a stand at the Knaresborough Community Festival which was held at Henshaws on Saturday 18th May. The event was organised by Knaresborough Connectors and offers an opportunity to meet and engage with residents and connect with other organisations and groups in the town. The stand was manned by Town Councillors on the day.

- Enclosure Act 255th Anniversary – 13 August 2025

Plans continue with regular meetings of the Task and Finish group for the commemoration of the 255th anniversary of the Enclosure Act and Knaresborough Forest Day on Wednesday 13 August 2025.

A civic event will be held at Knaresborough House to include a guided walk from the Castle Grounds to Knaresborough House for invited guests, a buffet lunch and a series of talks about the history of the Enclosure Act in Knaresborough and the Royal Forest of Knaresborough. Afterwards, attendees will be offered the opportunity to join a further guided walk to the Kiosk at Conyngham Hall where there is a family fun day and on to Knaresborough Forest Park where there will be entertainment and activities on the land throughout the afternoon as part of their celebration of Knaresborough Forest Day.

KTC are supporting the Kiosk at Conyngham and Feva as they are holding a 'Knaresborough Forest Day – Family Fun Day' event at the Kiosk at Conyngham also on 13 August, as part of the Feva calendar of events and linking in with the theme of 'forest' and the history of the Enclosure Act. The Family Fun Day will have a forest / nature / green theme.

The 13th August historic anniversary of the Enclosure Act, and the celebration of Knaresborough Forest Day provides an opportunity to link up with Knaresborough Forest Park and the narrative of people taking back ownership of the land.

We are also closely in touch with the the team working together to put on the 'Knaresborough Eleven' Play on Sunday 10th August (within FEVA week) – a collaboration between Rabbithead Productions, Feva and Yorkshire Create.

- Police and Community Liaison Group

Hannah R continues to provide support to the group (meeting, minutes) and is working to facilitate the links that have been built between local police officers and town council and KTC's projects (such as the Town Ranger and recent requests from the police to help with the removal of graffiti in the town).

- **Community Resilience**

The office is working with Cllr James Pickard, Chain Lane and Community Hub and NYC to resolve the best way forward for Knaresborough's resilience plan.

Town Councillors have been asked if they would be willing to join a team of community volunteers as KTC representatives (willing to volunteer their time, specialist knowledge or practical skills as a core team during an emergency.)

- **Opening of Noticeboard at KASHS**

On Tuesday 17th June the Mayor of Knaresborough Helen Westmancoat and fellow Town Councillors Shan Oakes and Hannah Gostlow joined plot holders and members of the KASHS (Knaresborough Allotment Self Help Scheme) Committee to officially unveil and open their new noticeboard.

Rob Snow the Chair of the KASHS Committee gave a short speech and thanked Knaresborough Town Council for their gift of a new noticeboard which will provide a fantastic platform for communication with plot holders and the allotment community.

- **Bright Friday**

First meeting of the subcommittee for Bright Friday 2025 on Thursday 3rd July.

Due to crowd size at Bright Friday 2024 and the subsequent implications on costs for traffic management, security, first aid cover and licences, the subcommittee will bring a request to the next Council Finance Committee meeting.

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 21 July 2025**

PRESENT: **Chair:** Councillor Andy Bell

Councillors: M Walker and M Longhurst (substitute)

Staff Present: The Clerk

Also Present: Members of the Knaresborough Youth Council

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

Absent: J Batt

Councillor M Walker opened the meeting and invited nominations for election of Chair.

25/073 ITEM 1 – To elect a Chair for the Committee

RESOLVED: That Councillor A Bell is elected Chair for the Committee

Councillor Bell took the Chair for the rest of the meeting.

25/074 ITEM 2 – To elect a Vice Chair for the Committee (if required)

RESOLVED: That Councillor M Walker is elected Vice Chair for the Committee

25/075 ITEM 3 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.

Apologies received from Councillors D Goode and S Oakes

25/076 ITEM 4 - Councillors' Disclosure of an Interest – none for this meeting

25/077 ITEM 5 - KTC Public Speaking Session

The Clerk from Knaresborough Youth Council, alongside 2 members spoke about the need for funding to allow the Youth Council to continue for the next academic year and the wish to increase meeting frequency from once a month to fortnightly.

Councillors discussed the implications of the request for both the Youth Council and Town Council and queried why there was not funding available from NYC, when

other areas in North Yorkshire were believed to be receiving funding. It was suggested that this issue should be taken before the Harrogate and Knaresborough ACC at its next meeting.

The Chair moved to take Item 9.4.

The timing of NYC meetings and KTC meetings was discussed as there was concern that these are scheduled after the start of the new academic year.

RESOLVED: That KTC support the Youth Council with a grant of £2500 (of a total £10,000 requested). KTC to write to North Yorkshire Council to highlight its contribution to and support of the Youth Council and would anticipate NYC would fund the Youth Council in Knaresborough in line with funding given in other areas. KTC to highlight that considering the recent changes to the voting age Youth Councils are a vital resource in engaging young people in the community and ask NYC to review its Youth Council provision and acknowledge the importance of such groups.

25/078 **ITEM 6 - To consider** and, if thought fit, **approve** as a correct record, **the Minutes of the Finance Committee Meeting held on:**

4.1 Monday 14 April 2025

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on Monday 14 April 2025 be approved as a correct record and signed by the Chair.

25/079 **ITEM 7 - Business Remaining** - None for this meeting.

25/080 **ITEM 8 - Reports from the Clerk**

8.1 To **approve** the schedule of accounts for April, May and June 2025

RESOLVED: To approve the schedules of accounts for April, May and June 2025 in the sums of £44,875, £13,316.23, and £12,940.06 respectively and as detailed below.

April Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Auth	Notes/ Description
Friendship and Leisure	1	20.00	0.00	20.00	Min No: 23/100	Donation for storage help
YLCA	2	1,981.00	0.00	1,981.00	Clerk	Annual Subscription

M Thompson	3	320.00	0.00	320.00	Min No. 24/149	Tour Guides Full Day tutoring
1st Knaresborough Castle Scouts	4	4,150.00	0.00	4,150.00	Clerk	Remaining funds from Links Charity Fund (EMR)
J Pickard (reimburse)	5	158.00	0.00	158.00	Min No: 23/026	2 x Tesco Mobile phones and PAYG sim for office
BT	6	49.07	9.81	58.88	Clerk	Cloud Voice (March)
BT	7	52.21	10.44	62.65	Clerk	Cloud Voice (April)
Rialtas	8	203.00	40.60	243.60	Clerk	Annual Software support and maintenance
Rialtas	9	116.00	23.20	139.20	Clerk	Making Tax Digital Annual Subscription
Defib Store	10	215.00	43.00	258.00	Clerk	Defib Battery replacement (Kboro House)
Community Projects Officer	11	99.99	0.00	99.99	Clerk	Canva annual subscription reimbursement
FEVA	12	2,500.00	0.00	2,500.00	Min No: 25/072	KTC grant award
Waterside Residents Association	13	1,050.00	0.00	1,050.00	Min No: 25/072	KTC grant award
Bebra Town Twinning	14	2,000.00	0.00	2,000.00	Min No: 25/072	KTC grant award
Renaissance Knaresborough	15	1,000.00	0.00	1,000.00	Min No: 25/072	KTC grant award
Blachere	16	15,849.00	3,169.80	19,018.80	Contract	Christmas light hire year 2 of 3
Greenbarnes Ltd	17	1,695.49	339.10	2,034.59	Min No: 25/060	KASHS Allotment Noticeboard
Houghtons of York	18	480.00	96.00	576.00	Clerk	Mayoral Board inscription 2024/25
Salaries, Tax, NI and Pensions	19 - 23	7,760.68	0.00	7,760.68		
Friends of Jacob Smith Park	24	350.00	0.00	350.00	Clerk	Small Grants Fund
Flying Colours	25	911.34	182.27	1,093.61	Min No: 25/208	VE Day 80/Summer Bunting
Total		40,960.78	3,914.22	44,875.00		

May Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Auth	Notes/ Description
The Village	26	350.00	0.00	350.00	Clerk	Small Grants Fund - Baby bank supplies
Restart Yorkshire	27	300.00	0.00	300.00	Clerk	Relocate defib from Cricketers
J Pickard	28	288.99	0.00	288.99	Clerk	VE day speaker (and to be used for other events/meetings)
Community Projects Officer	29	62.78	0.00	62.78	Clerk	VE day fire safety equipment for beacon
Friendship and Leisure	30	20.00	0.00	20.00	Min No: 23/100	Donation for traffic signage storage
Pitney Bowes	31	57.75	0.00	57.75	Clerk	Franking Machine Meter Reading
Xerox	32	235.36	47.07	282.43	Clerk	Copier rental agreement
D3 Office Group	33	105.49	21.10	126.59	Clerk	Stationery incl paper supply
PPL PRS	34	140.55	28.11	168.66	Clerk	VE day Music Licence
M Thompson	35	200.00	0.00	200.00	Min No. 24/149	Tour Guide Mock exam tutoring
Love Yorkshire	36	400.00	0.00	400.00	Min No. 24/149	Tour Guide Knowledge Training
Paul Yates Hire	37	59.96	3.00	62.96	Clerk	VE Day gas for beacon
Deputy Clerk (reimburse)	38	10.95	0.00	10.95	Min No. 24/149	Tour guide examination papers postage
Freedom Performing Arts	39	100.00	0.00	100.00	Clerk	Donation for VE day performance
Harrogate Spa Town Ukes	40	100.00	0.00	100.00	Clerk	Donation for VE day performance
Gazeboshop.co.uk	41	1,585.99	317.20	1,903.19	Min No. 25/026PCE	Gazebo, table and tablecloths for events
Craft & Social	42	75.18	0.00	75.18	Clerk	VE Day silhouette
Craft & Social	43	54.17	0.00	54.17	Min No. 24/149	Tour Guide batons
BT	44	52.21	10.44	62.65	Clerk	Cloud Voice
The Half Moon Pub	45	350.00	0.00	350.00	Clerk	Small Grants Fund - community defib for outside pub
Nottingham Jewellers	46	17.00	0.00	17.00	Clerk	Mayor Making - Engraving

Finance and General Purposes
21 July 2025

St John Ambulance	47	143.00	28.60	171.60	Clerk	VE Day First Aid provision
C Robinson	48	100.00	0.00	100.00	Clerk	VE Day Entertainment donation
Chapel of our Lady of the Crag	49	30.00	0.00	30.00	Min No. 24/149	Tour Guide training donation
Deputy Clerk (reimburse)	50	140.45	0.00	140.45	Clerk	Mayor Making - refreshments
Salaries, Tax, NI and Pensions	51 - 55	7,760.88	0.00	7,760.88		
Wild Ivy Florist	56	120.00	0.00	120.00	Clerk	Mayor Making - Flowers
Total		12,860.71	455.52	13,316.23		

June Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	57	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage
SLCC/LCC	58	1,555.20	311.04	1,866.24	Min No. 24/191	Business Case - Market
BT Payphones	59	1.00	0.00	1.00	Min No. 25/063 P	BT Phone box 3 adoption
Kboro Silver Band	60	100.00	0.00	100.00	Clerk	VE Day 80 entertainment
FEVA	61	100.00	0.00	100.00	Clerk	Special Arts Award - Mosaic Project
Music at Knaresborough	62	100.00	0.00	100.00	Clerk	Special Arts Award - Choir at St John's
M Hunter	63	100.00	0.00	100.00	Clerk	Special Arts Award - Collab Music Project
P Mirfin	64	100.00	0.00	100.00	Clerk	Special Arts Award - Collab Music Project
Yorkshire Create	65	100.00	0.00	100.00	Clerk	Special Arts Award - Play
Yorkshire Create	66	100.00	0.00	100.00	Clerk	Special Arts Award - Youth Theatre
Yorkshire Create	67	100.00	0.00	100.00	Clerk	Special Arts Award
Craft and Social	68	100.00	0.00	100.00	Clerk	Special Arts Award
Charlotte Gale	69	35.00	0.00	35.00	Clerk	Mayor Making Photography
NYC	70	133.70	19.04	152.74	Clerk	VE Day 80 Waste bins

Arena Group	71	213.63	42.73	256.36	Clerk	Photocopies
Vision ICT	72	50.00	10.00	60.00	Clerk	SSL Certificates
H Read (reimburse)	73	25.00	5.00	30.00	Clerk	Purple Guide renewal
Internal Audit Yorkshire	74	450.00	0.00	450.00	Clerk	Year End Audit
BT	75	113.62	22.72	136.34	Clerk	Broadband
Community Stars	76	520.00	0.00	520.00	Clerk	Mayor Making Catering
NALC	77	35.00	7.00	42.00	Clerk	Community Officer Training
BT	78	52.21	10.44	62.65	Clerk	Cloud voice
Vision ICT	79	25.00	5.00	30.00	Clerk	Website Annual Search Facility
CTS Uk Ltd	80	315.00	63.00	378.00	Min No. 24/149	Tour Guide Uniforms
Salaries, Tax, NI and Pensions	81 - 85	7,760.68	0.00	7,760.68		
YLCA	86	27.40	0.00	27.40	Clerk	Cllr training - S106/CIL
N Muffitt	87	36.00	0.00	36.00	Min No. 24/149	ITG Membership
Rialtas	88	85.00	17.00	102.00	Clerk	Employee training - Rialtas system and tidy up
Community Projects Officer (reimbursement)	89	73.65	0.00	73.65	Min No. 24/149	Tour Guide graduation
Total		12,427.09	512.97	12,940.06		

8.2 To receive and note the finance figures for April, May and June 2025.

RESOLVED: To receive and note the finance figures for April, May and June 2025.

8.3 To note the current budgetary position up to month ending 30 June 2025.

RESOLVED: To note the current budgetary position up to month ending 30 June 2025.

8.4 To receive and note the update on the current grants fund (incl. small grants)

RESOLVED: To receive and note the update on the current grants fund (incl. small grants).

8.5 To consider the quotation/s from Fattorini (company holds the stamping dies for KTC's specific requirements) regarding civic regalia and decide on order details

RESOLVED: That KTC purchase 5 x Past Mayor Pendants and 5 x Past Mayors Consort badges.

8.6 To receive and note the latest CIL Neighbourhood portion payment contribution

RESOLVED: To receive and note the CIL Neighbourhood portion payment contribution of £915.69.

8.7 To appoint two named Councillors to undertake the Internal Audit checks for the financial year 2025/26.

RESOLVED: To ask Councillors H Gostlow and D Goode to conduct this check on behalf of the Council.

8.8 To appoint a named Councillor (separate to the two named in 8.7) to undertake the checks between bank reconciliations and bank statements for 2025/2026.

RESOLVED: To ask Councillor K Davies to continue to undertake this task on behalf of the Council.

8.9 To note the Clerk's request for all committee and council project requirements for the 2026/27 budget to be sent to the office as soon as practically possible

RESOLVED: The above is noted.

8.10 To consider the allocation of a sum of money from the current budget to cover potential legal advice costs in relation to devolution projects as they develop and delegate authority to the Clerk to spend from this sum as needed

RESOLVED: That the Clerk is to prepare a ballpark figure for the Full Council in September to consider and that KTC ask if NYC are prepared to contribute to the legal costs involved in any devolution projects.

25/081 ITEM 9 - Correspondence or Delegation from Full Council

9.1 To consider the grant application from: Mind in Harrogate District for the 'Mental Elf Fun Run' project

RESOLVED: That, on this occasion, KTC awards the full sum of £2000 as requested, but should the group return for funding in the future ask for a detailed breakdown of costs for the specific event.

9.2 To consider the grant application from: Knaresborough Connectors for the 'Knaresborough Community Podcast' project

RESOLVED: That KTC does not award funding for this project.

9.3 To consider the grant application from: Yorkshire CREATE for the 'Chrismouse Advent Window' project

RESOLVED: That KTC awards £500 (of the £1000 requested) in support of this project

9.4 To consider the funding request from: Knaresborough Youth Council to support the upcoming academic year

See Min No. 25/077 above

9.5 To receive the minutes from the Bright Friday subcommittee meeting held on 3 July 2025 (note: minutes not yet sent to Projects, Community and Environment Committee due to timing) and **consider** the request for increased budget for this year's event

RESOLVED: That KTC increase the budget for this year's Bright Friday event to £4000 in light of the increase in numbers attending the event and the knock-on effect to costs.

25/082 ITEM 10 – Motions from Councillors

Councillor A Bell:

"That KTC approves the next steps to proceed with the replacement of Boundary signs for Knaresborough"

RESOLVED: That KTC approves proceeding with next steps towards replacing the boundary signs in Knaresborough on the understanding proposed designs and full costings will be presented to Council at a future date.

Meeting closed at: 8:24 p.m.

**Signed by the Chair
Councillor Andy Bell**

KNARESBOROUGH TOWN TOUR GUIDES – MONTHLY RECORD FOR 2025

<u>DATE/MONTH</u>	<u>NAME</u>	<u>DETAILS & Nos.</u>
-------------------	-------------	---------------------------

MAY

MAY – 14	Margy Longhurst	Wed. tour- 5
May - 17	Helen Sanderson & Jill Cutter	Sat. Tour- 20
May- 21	Alex Bird & Neil Muffitt	Wed. Tour-12
May -24	Beverley Filippi & Gerry Fitzmaurice	Sat. Tour- 10
May-28	Anne Richards & Andy Grinter	Wed. Tour-16
May-31	Alison Sykes & Alex Bird	Sat. Tour-5

TOTAL: 68**Details of each Individual no. of tours:**

ML- 1	AB- 2	GM-1	AS- 1
HS- 1	NM- 1	AR- 1	
JC- 1	BF-1	AG- 1	

Other Activities: Medieval Day Saturday 10th May- As part of the mayor's fundraising event, guides assisted in the booking of attendees and guiding on the pilgrimage tours:

BF, GM, JC, AB, AG, AS- approximately 5 hours involvement and HS promotion in the market area – approximately -2 hours.

JUNE

June -4	Alison Sykes & Gerry Fitzmaurice	Wed. tour- 10
June- 7	Neil Muffitt & Jill Cutter	Sat. tour- 19
June -11	Neil Muffitt & Jill Cutter	Wed. tour- 10
June - 14	No tour due to BED RACE	
June 18	Andy Grinter & Beverley Filippi	Wed. tour-5
June -21	Anne Richards & Helen Sanderson	Sat. tour- 4
June -25	Alison Sykes & Neil Muffitt	Wed. tour-9
June 28	Alex Bird & Gerry Fitzmaurice	Sat. tour- 10

TOTAL: 67**Details of each individual No. of Tours:**

ML- 0	AB-1	GM-2	AS-2
HS- 1	NM-3	AR-1	
JC- 2	BF- 1	AG- 1	

JULY

July-2	Beverley Filippi & Jill Cutter	Wed. tour- 4
July-5	Alison Sykes & Andy Grinter	Sat. tour- 8
July-9	Neil Muffitt & Alex Bird	Wed. tour- 20
July-12	Neil Muffitt & Jill Cutter	Sat. tour- 19
July-16	Anne Richards & Gerry Fitzmaurice	Wed. tour- 25
July-19	Helen Sanderson & Beverley Filippi	Sat. tour- 10
July -23	Anne Richards & Alison Sykes	Wed. tour- 12
July-26	Alex Bird & Jill Cutter	Sat. tour- 11
July-30	Alison Sykes & Andy Grinter	Wed. tour- 10

TOTAL: 119

Details of each individuals Number of Tours:

ML- 0	AB- 2	GM-1	AS-3
HS- 1	NM- 2	AR- 2	
JC- 3	BF- 2	AG-2	

N.B.

Due to health and other commitments, some changes were made to the original allocated slots for the guides. As in the previous months, several guides have also supported colleagues by helping with the awareness promotion of the tours before the start times, but details of these additional volunteer hours have not been included in the formal record.

GRADUATION DAY tour- AB, HS, GM and FP also provided a short tour for guests attending the Graduation Day event on 25th June. These hours have again not been included.

CPD event – Tuesday 8th July with Cllr. Shan Oakes on the Knaresborough Forest Park- attended by ML, JC, NM, GF, and AB.

Collated Tour Guide quarterly figures:

ML- 1	AB-5	GM-4	AS-6
HS-4	NM-6	AR-4	
JC--6	BF-4	AG-4	

Activity for next Quarter- Continue with regular Wednesday and Saturday tours but in addition providing **SUNDAY tours in AUGUST** as part of local business initiative. Also helping with Pilgrimage Day on **9th August** with St. Mary's Church, and taking part in **KNARESBOROUGH FOREST** event on **13th AUGUST**, and offering first **COACH** tour on **1st AUGUST**.

ab/ktgt/reports- july2025

KNARESBOROUGH TOWN TOUR GUIDES – MONTHLY RECORD FOR 2025

<u>DATE/MONTH</u>	<u>NAME</u>	<u>DETAILS & Nos.</u>
<u>AUGUST</u>		
AUG – 2	Jill Cutter & Helen Sanderson	Sat. tour- 26
AUG - 6	Neil Muffitt & Jill Cutter	Wed. Tour- 17
AUG- 9	Beverley Filippi & Alex Bird	Sat. Tour- 18
AUG 13	Alex Bird & Alison Sykes	Wed. Tour- 28
AUG-16	Andy Grinter & Helen Sanderson	Sat Tour- 10
AUG-20	Beverley Filippi & Anne Richards	Wed Tour- 10
AUG- 23	Anne Richards & Beverley Filippi	Sat. Tour-0
AUG-27	Gerry Fitzmaurice & Alex Bird	Wed. Tour- 18
AUG-30	Jill Cutter & Helen Sanderson	Sat. Tour-6
TOTAL number		133

Additional Activities for August.

1. **1st August Coach trip**- Anne Richards, Alison Sykes, Jill Cutter and Gerry Fitzmaurice- **Approximately 45** on the coach, and assistance and information provided, with groups taken to the castle grounds and marketplace. Issues around the drop off point and disembarking arrangements, mobility, access for wheelchairs, and expectations of the guides' input, were highlighted and will form part of the analysis and experiences of coach trips. Positive **Feedback** was received from Bibby's and Sarah (Love Yorkshire) about the offer and the assistance provided.
2. **St. Mary's Pilgrimage tour- 9th August**- Alex Bird, Andy Grinter, Jill Cutter and Gerry Fitzmaurice. **24 took** part in this "green pilgrimage" event as part of the Jubilee Year. Excellent feedback also received from the organiser of the Diocese, and individuals.
3. **Knaresborough Forest and Common Land celebration event- 13th August- Most of the tour guides** participated in the events on this day linked to the above-mentioned theme. Guided walks were provided to the invited guests **(30+)**, which were well received. Although 2 additional public tours were also offered, there was no take up, and further analysis will be undertaken regarding the promotion and arrangements for the day, to identify useful lessons for future events.
4. **Sunday opening and tours**- As several shops were experimenting with a Sunday opening for visitors, an additional 11.00am walk was also offered to compliment the offer.

Sunday 3rd Aug. - Helen Sanderson & Anne Richards	5
Sunday 10th Aug - Neil Muffitt & Gerry Fitzmaurice	12
Sunday 17th Aug - Helen Sanderson & Jill Cutter	15
Sunday 24th Aug - Alison Sykes & Alex Bird	7
Sunday 31st Aug - Neil Muffitt & Alex Bird	5
TOTAL	44

5. **Sedgefield Coach trip – Wed. 20th August-** Margy Longhurst, Alex Bird, Anne Richards & Beverley Filippi. Contact made with coach company and offer made to meet and greet the visitors and offer of a mini tour. **8 took part in the tour.** Additional useful experience and matters for consideration for future offers also highlighted, and a separate report to be compiled by ML.
6. **New publicity fliers and maps** have been produced, and the guides have assisted in their dissemination and awareness raising of the walks.
7. **CPD-** 3 guides attended the talk by KMA on their exhibition and research on WW2 and Knaresborough, and a special talk at the museum was also provided on 31st August for the guides, 7 attended. Arrangements also made for the English Heritage site visit to Roman Aldborough on 19th October. A brilliant session on the Forest of Knaresborough and the Enclosure Act was given by our own Anne, and this also appeared as an extensive article in the Stray Ferrett.
8. **Feedback-** In addition to the details of feedback received noted above for the specific events, positive emails also received from members of the public about the tours and the excellent and enthusiastic guides!

9. **Details of each individual No. of weekday tours:**

ML	0	AB	3	GM	1	AS	1
HS	3	NM	1	AR	2		
JC	3	BF	3	AG	1		

Total input for the month incorporating the additional activities and events. The availability of each guide varied due to holidays and other commitments but demonstrates the actual time and engagement for the month. Future expectations and appropriate /realistic commitments to be monitored and discussed.

ML	3	AB	8	GM	5	AS	4
HS	5	NM	3	AR	6		
JC	7	BF	5	AG	3		

10. **Donations-** Several donations have also been received including £35.00 which was handed over at KH for the Mayor's charities (27th August) and smaller amounts taken to Knaresborough Heritage Centre e.g. £10. 00 on Sunday 31st August.



Knaresborough Town Council

NOTICE OF MOTION TO COUNCIL

AGENDA ITEM	9.1	AGENDA DATE	15.9.2025
-------------	-----	-------------	-----------

Title of Motion	Use of reusable name badges by Councillors at KTC events and civic services
Proposed by	Cllr Helen Westmancoat
Seconded by (If possible at time of submission)	Cllr Andy Bell
Detailed background including any financial implications (provided by the proposer)	<p>It would be helpful at KTC and other civic events for Councillors to wear name badges so that members of the public know who they are speaking to and can contact Councillors via the KTC website if necessary to follow up on any issues. It is also useful to have name badges for any Councillor drop-in sessions, for example at the Library.</p> <p>These can be reusable name badges with the Town Council crest on them so that if a Councillor is not re-elected they can be used again. Current costs are between £10 and £20 for approx. 50 plastic reusable ones, but other options are available.</p>
Additional Background (provided by the Proper Officer) if appropriate	Not Required
Financial implications (anticipated by the	Minimal - Cllrs Asked To Return Badges if Leaving Office, Re-usable To Minimise Cost.

Proper Officer)	
Legal implications (comment by the Proper Officer)	LGA 1972 S111

Proposer must complete all points in Blue. Clerk or Deputy Clerk to complete points in Black.