

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

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07 April 2026

To: **The Members of the Finance and General Purposes Committee –**
Councillors J Batt, A Bell, D Goode, S Oakes and M Walker

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL FINANCE and GENERAL PURPOSES COMMITTEE** to be held at Knareborough House, Knareborough, HG5 0HW on:

Monday 13 April 2026

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@knareboroughtowncouncil.gov.uk

FINANCE AND GENERAL PURPOSES AGENDA – Monday 13 April 2026

1. To receive **Apologies and consider approval** of the reasons for 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*.

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

4.1 Monday 19 January 2026 *(ca)*

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

6. Reports from the Clerk

6.1 **To approve** the schedule of accounts for January, February and March 2026 *(ca)*

6.2 **To receive and note** the finance figures for December, January, February and March 2026 *(ca)*

6.3 **To note** the current budgetary position at year end *(to follow)*

6.4 **To receive and note** the list of grants awarded (incl small grants) *(ca)*

6.5 **To approve** the list of regular payments to be made under Clerk's delegated authority *(ca)*

6.6 **To receive and note** the completed Internal Control Checklist dated March 2026 *(ca)*

6.7 **To receive and note** the Community Infrastructure Levy report for 2025/26 *(ca)*

6.8 **To receive and note** the S137 expenditure report for 2025/26 *(ca)*

7. Correspondence or Delegation from Full Council

7.1 To consider the grant application from the North Yorkshire Citizens Advice and Law Centre *(ca)*

7.2 To consider the grant application from the Catholic Care Caritas, Leeds *(ca)*

7.3 To consider the grant application from Henshaws Society for Blind People *(ca)*

7.4 To consider the grant application from the Knaresborough Community Centre Committee at Stockwell Wellbeing Hub *(ca)*

7.5 To consider the grant application from the Knaresborough Branch, Royal British Legion *(ca)*

7.6 To consider the grant applications from the Knaresborough Town Twinning Committee *(ca)*

7.7 To consider the grant application from the Knaresborough Museum Association *(ca)*

7.8 To consider the request to have a small gazebo pop-up pizza stall in the Stockwell Community Hub car park *(ca)*

8. 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.

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 19 January 2026**

PRESENT: Chair: Councillor Andy Bell

Councillors: J Batt, D Goode, S Oakes and M Walker

Staff Present: The Clerk

Also Present: A representative from the Kboro Lions Club

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

26/090 **ITEM 1 – To receive Apologies and consider approval of the reasons for inability to attend the meeting.**

All members present

26/091 **ITEM 2 Councillors' Disclosure of an Interest**

Councillor Walker stated, in relation to item 7.1, he was a member of the Knaresborough Lions Club and would leave the room taking no part in the vote.

26/092 **ITEM 3 - KTC Public Speaking Session**

The Chair summarised the information received from the Lions Club re future funding for the BedRace and invited a representative from the Club to speak.

The representative explained some of the challenges being faced as the organisers of the Town's largest and most notable event and the need to secure funding to ensure the event can continue.

Councillors reiterated how much they value the BedRace and the work that the Lions Club do to make it happen.

The Chair moved to take Item 7.1

RESOLVED: That KTC support the request for funding in principle and to that end would also like to be able to link the amount given year on year based on cost of living over the 5-year period. However, KTC is only prepared to move forward with the funding commitment if it is provided with a fully costed plan for how the BedRace is run, managed and resourced (including commitments made by other organisations). Councillors suggested that in order to ensure the Club had enough time to produce this it would set a deadline for the information as November 2026.

26/093 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Finance Committee Meeting held on:

4.1 Monday 20 October 2025

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on 20 October 2025 be approved as a correct record and signed by the Chair.

26/094 ITEM 5 - Business Remaining - None for this meeting

26/095 ITEM 6 - Reports from the Clerk

6.1 To approve the schedule of accounts for October, November and December 2025.

October:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Plug me In	149	5,293.00	1,198.60	6,491.60	SPF Funds	EV charger installation
Friendship & Leisure Centre	150	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage
H Read (Reimburse)	151	123.30	0.00	123.30	Min No: 25/245	Name badges for Councillors and staff
PKF Littlejohn	152	630.00	126.00	756.00	Clerk	External audit
D3 Office	153	3.68	0.74	4.42	Clerk	Stationery
Spa ICT	154	135.00	27.00	162.00	Clerk	Computer upgrade for Windows 11
BT	155	52.21	10.44	62.65	Clerk	Cloud voice
Salaries, Tax and NI and Pensions	156 - 160	8,793.72	0.00	8,793.72		
Xerox	161	285.36	57.07	342.43	Clerk	Copier rental
Thomas Fattorini Ltd	162	4,157.23	831.45	4,988.68	Min No. 25/080 8.5 Finance	Past Mayor and Consort badges
The Art Guild CIC	163	1,000.00	0.00	1,000.00	Min No. 25/085 7.5 Finance	KTC Community Grant

Friends of Aspin Pond	164	1,000.00	0.00	1,000.00	Min No. 25/085 7.2 Finance	KTC Community Grant
Total		21,493.50	2,251.30	23,744.80		

November:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Inspire Youth	165	280.00	0.00	280.00	Clerk	Small Grant to purchase plants for screening
Royal British Legion	166	50.00	0.00	50.00	Clerk	Wreath
OJW Services	167	500.00	0.00	500.00	Clerk	Town Ranger October
OJW Services	168	500.00	0.00	500.00	Clerk	Town Ranger September
Friendship and Leisure	169	20.00	0.00	20.00	Min No. 23/100	Traffic cones and sign storage donation
Harrogate and Knaresborough Toy Library	170	219.00	0.00	219.00	Clerk	Small Grant for sling training and first aid
Scriven Park Pre-school	171	1,500.00	0.00	1,500.00	Min No. 25/085 F	Grant award for garden refurb project
Knaresborough Lions Club	172	9,000.00	0.00	9,000.00	Min No. 25/085 F	Grant award for Bedrace
North Yorkshire Council	173	150.00	0.00	150.00	Clerk	Bright Friday Parking restrictions
FT Audio Visual Ltd	174	9,570.15	1,914.04	11,484.19	Min No. 25/211	Stage upgrade of audio visual equipment
H Gostlow (reimburse)	175	41.98	0.00	41.98	Clerk	Bright Friday - extra sweets
Salaries, Pension, Tax and NI	176-180	9,789.42	0.00	9,789.42		incl Clerk 40extra hrs Min No 25/252 6.2
BT	181	52.21	10.44	62.65	Clerk	Cloud Voice
Churches Together	182	350.00	0.00	350.00	24/156 6.6	Small grant toward Nativity Road Closure
H Gostlow (reimburse)	183	65.97	0.00	65.97	Clerk	Bright Friday Sweets

Barnes Associates Ltd	184	810.00	162.00	972.00	Clerk	Tree Survey all sites
Ist Knareborough (Castle) Scouts	185	700.00	0.00	700.00	Min No 25/253	Grant award toward fire doors
PPL PRS	186	155.56	31.11	186.67	Clerk	Bright Friday extra music licence
Clerk (Reimburse)	187	79.20	0.00	79.20		Replacement defib pads
Total		33,833.49	2,117.59	35,951.08		

December:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	188	20.00	0.00	20.00	Min No. 23/100	Traffic cones and sign storage donation
Chevron Traffic Mgmt	189	1,255.00	251.00	1,506.00	Clerk	Road closure Remembrance
Hannah Read reimburse	190	37.67	0.00	37.67	Clerk	Bright Friday expenses
Network Print Design	191	119.00	23.80	142.80	Clerk	Posters BF/ A frame Tour Guides
Pitney Bowes Ltd	192	87.45	17.49	104.94	Clerk	Franking machine service contract
OJW Services	193	650.00	0.00	650.00	Clerk	Town Ranger Services
BT	194	106.56	21.31	127.87	Clerk	BT Broadband
Task Personnel Solutions	195	569.60	113.92	683.52	Clerk	Bright Friday security
Hgte Spa Town Ukes	196	100.00	0.00	100.00	Clerk	Bright Friday donation
Knare Silver Band	197	100.00	0.00	100.00	Clerk	Bright Friday donation
Knare Choral Society	198	100.00	0.00	100.00	Clerk	Bright Friday donation
Knare Choral Society	199	1,000.00	0.00	1,000.00	Min 25/085 Fi	KTC Grant

BT Cloud Voice	200	56.29	10.44	62.65	Clerk	Telephone
Mike Atkinson	201	100.00	0.00	100.00	Clerk	MC at Bright Friday
Salaries, Pension, Tax and NI	202- 206	8,793.52	0.00	8,793.52		Dec salaries
Arena Group	207	206.79	41.36	248.15	Clerk	Photocopier
Mark Flood (reimburse costs)	208	45.98	0.00	45.98	Clerk	Bright Friday sound equipment materials
Friends of Meadowside Academy	209	350.00	0.00	350.00	Clerk	Small Grant
Chevron Traffic Mgmt	210	983.00	196.60	1,179.60	Clerk	Bright Friday road closure
Selectplan Ltd	211	330.00	66.00	396.00	Clerk	Annual service ag'ment castle lights
Total		15,010.86	741.92	15,748.70		

RESOLVED: To approve the schedule of accounts for October, November and December in the sums of £23,744.80, £35,951.08 and £15,748.70 respectively.

6.2 To receive and note the finance figures for October and November 2025

RESOLVED: To receive and note the finance figures for October and November 2025 and ask the Clerk to write to Rialtas to see if the reports produced can be transposed into a graphic.

6.3 To note the current budgetary position up to the month ending 30 November 2025.

RESOLVED: To receive and note the current budgetary position up to the month ending November 2025.

6.4 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) and to give the Clerk delegated authority to use the remaining £3,401 to continue supporting small grant applications (if necessary, exceeding this amount, within reason, if requests increase prior to the next financial year)

6.5 To consider giving delegated authority to the Clerk to use budget lines agreed by the Finance Committee to implement the Resolutions determined in the Staffing Committee meeting of 12 January 2026.

RESOLVED: That the finance for the staffing committee decisions is supported and taken from the Town Development budget line.

25/094 ITEM 7 - Correspondence or Delegation from Full Council

7.1 To consider the communication from Knaresborough Lions re future funding for the Bed Race.

See above.

7.2 To nominate a Councillor (as substitute) to carry out monthly bank reconciliation.

RESOLVED: That Councillor Walker will be the named Councillor should he be needed.

It was acknowledged that the current Councillor doing this check has been doing an excellent job and will be able to complete the most recent checks soon.

25/095 ITEM 8 - Information Exchange

- Councillor Batt informed the group that Knaresborough had been shortlisted for a visit from the King in 2030 for the commemoration of the giving of Maundy monies and thanked the MP and members of the public for their support.

Meeting closed at: 8:15 p.m.

**Signed by the Chair
Councillor Andy Bell**

KNARESBOROUGH TOWN COUNCIL									
January 2026 Schedule of Accounts									
Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description	Initials		
Pitney Bowes (Pre pay)	212	63.00	2.60	65.60	Clerk	Postage refill			
Friendship & Leisure	213	20.00	0.00	20.00	Min No. 23/100	Traffic cones and sign storage donation			
Blachere Illumination	214	6,157.00	1,231.40	7,388.40	Clerk	Christmas light removal			
Kit Lacey	215	84.25	0.00	84.25	Clerk	Drapes for trailer stage			
M Whorley Photography	216	190.00	0.00	190.00	Clerk	Bright Friday			
Parkun Ltd	217	1,500.00	0.00	1,500.00	Min no 25/085	Community Grant			
North Yorkshire Council	218	57.28	0.00	57.28	Clerk	Weirside Terrace			
Pitney Bowes (Pre pay)	219	50.00	0.00	50.00	Clerk	Agreement change (August 2025)			
M Richards	220	9.25	0.00	9.25	Clerk	Reimburse postage			
Blachere Illumination	221	15,291.00	3,058.20	18,349.20	Clerk	Christmas light installation			

KNARESBOROUGH TOWN COUNCIL

February 2026 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description	Initials
OJW Services	233	625.00	0.00	625.00	Clerk	December work schedule plus barrier and posts for Waterside	
OJW Services	234	750.00	0.00	750.00	Clerk	January schedule plus railway sleeper and post mix	
Clerk (reimburse)	235	201.29	0.00	201.29	Min No: 26/043 6.5 S	Indeed job advertisement	
Friendship and Leisure	236	20.00	0.00	20.00	Min No. 23/100	Traffic cone and signage donation	
Skipton Town Council	237a	80.00	0.00	80.00	Clerk	Mayoral allowance	
Community Projects Officer (reimburse)	237	93.28	0.00	93.28	Clerk	Reimburse stationery ToC meeting	
J Pickard	238	35.74	0.00	35.74	Clerk	Reimburse refments ToC mtng	
D3 Office	239	22.94	4.59	27.53	Clerk	Stationery	
BT	240	52.21	10.44	62.65	Clerk	Telephone and Cloud Voice	
Vision ICT	241	282.63	56.53	339.16	Clerk	E mail hosting	

North Yorkshire Council	242	2,724.53	0.00	2,724.53	Clerk	Utility costs, Kboro house jan 2024 - Feb 2026 5.3 %	
Salaries, Pensions, Tax and NI	243 - 247	8,793.72	0.00	8,793.72			
H Westmancoat	248	130.00	0.00	130.00	Clerk	Mayoral allowance	
Clerk (reimburse)	249	509.90	0.00	509.90	Min No: 26/043 6.5 S	Indeed Job Advertisement	
Total		14,321.24	71.56	14,392.80			

KNARESBOROUGH TOWN COUNCIL

March 2026 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total		Authorisation	Notes/ Description	Initials
				Amount	£'s			
Friendship and Leisure	250	20.00	0.00	20.00	Min No. 23/100	Traffic cone and signage donation		
OJW Services	251	825.00	0.00	825.00	Clerk	Feb services plus supplies		
Arena Group	252	193.10	38.62	231.72	Clerk	Copier		
Clerk (reimburse)	253	7.07	0.00	7.07	Min No: 26/043 6.5 S	Indeed Job Advertisement		
Community Projects Officer (reimburse)	254	15.16	0.00	15.16	Clerk	Annual Town Meeting		
Scotton Tree Care	255	650.00	130.00	780.00	Clerk	Tree Maintenance KGV field		
Vision ICT	256	260.00	52.00	312.00	Clerk	Emails hosted x 13		
Information Commissioner	257	52.00	0.00	52.00	Clerk	Annual Data Protection Fee		
BT	258	52.21	10.44	62.65	Clerk	Cloud Voice		
BT	259	106.56	21.31	127.87	Clerk	Broadband		

Hgte Road Safety Dog Training	260	350.00	0.00	350.00	Clerk	KTC Small Grant	
Salaries, Pensions, Tax and NI	261 - 265	8793.72	0	8793.72			
Gallagher Insurance	266	1,904.56	0.00	1,904.56	Clerk	Annual Insurance	
Total		13,229.38	252.37	13,481.75			

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	31/03/2026		5,000.00
			<u>5,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	31/03/2026		281,242.73
			<u>281,242.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			281,242.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			281,242.73
		Balance per Cash Book is :-	281,242.73
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Light Maintenance	624.00	670.00	1,294.00
321 EMR - NDP	5,072.00		5,072.00
322 EMR - Stage Improvement	0.00	-54.40	-54.40
323 EMR Christmas Lights	39,133.66	-5,000.00	34,133.66
324 EMR Regalia	2,000.00	-2,000.00	0.00
325 EMR Allotments	2,215.00		2,215.00
326 EMR Castle Lighting	670.00	-670.00	0.00
328 EMR Links Charity	4,150.00	-4,150.00	0.00
329 King George V Field	4,635.00		4,635.00
330 EMR - KBoro House	5,500.00	-2,500.00	3,000.00
331 EMR - Elections	0.00	10,000.00	10,000.00
333 EMR - Kboro Nidd Gorge	3,500.00	-3,500.00	0.00
336 EMR - CIL	652.50	915.69	1,568.19
337 EMR - Tree Maintenance	1,000.00	-810.00	190.00
339 EMR - Cony-Hall Improvement	9,602.00	-9,602.00	0.00
340 EMR - Castle 2030	500.00		500.00
341 EMR Events	2,881.25	-2,756.45	124.80
342 EMR - SPF Solar	11,184.00	-7,126.00	4,058.00
343 EMR - Town Development	0.00	20,602.00	20,602.00
344 EMR - Tour Guides	0.00	26.42	26.42
	93,319.41	-5,954.74	87,364.67

Summary Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	249,840	245,667	(4,173)			101.7%
	less Transfers to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>249,840</u>	<u>245,667</u>	<u>(4,173)</u>			
101	Administration						
	Payments	11,672	15,100	3,428		3,428	77.3%
102	Staff Costs						
	Payments	101,800	90,000	(11,800)		(11,800)	113.1%
103	Establishment Costs						
	Payments	2,725	3,000	275		275	90.8%
104	Training						
	Payments	344	900	557		557	38.2%
105	Mayoral Expenses						
	Payments	6,735	3,900	(2,835)		(2,835)	172.7%
	plus Transfer from EMR	2,000	0	(2,000)			
	Movement to/(from) Gen Reserve	<u>(4,735)</u>	<u>(3,900)</u>	<u>835</u>			
110	Grants/Donations						
	Payments	28,749	30,000	1,251		1,251	95.8%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(28,749)</u>	<u>(30,000)</u>	<u>(1,251)</u>			
120	Events/Projects						
	Payments	86,374	149,972	63,598		63,598	57.6%
	plus Transfer from EMR	26,453	0	(26,453)			
	Movement to/(from) Gen Reserve	<u>(59,921)</u>	<u>(149,972)</u>	<u>(90,051)</u>			
999	VAT Data						
	Receipts	8,561	0	(8,561)			0.0%
	Payments	9,599	0	(9,599)		(9,599)	0.0%
	Movement to/(from) Gen Reserve	<u>(1,038)</u>					
	Grand Totals:- Receipts	<u>258,401</u>	<u>245,667</u>	<u>(12,734)</u>			<u>105.2%</u>
	Payments	<u>247,997</u>	<u>292,872</u>	<u>44,875</u>	<u>0</u>	<u>44,875</u>	<u>84.7%</u>
	Net Receipts over Payments	<u>10,404</u>	<u>(47,205)</u>	<u>(57,609)</u>			
	plus Transfer from EMR	<u>28,453</u>	<u>0</u>	<u>(28,453)</u>			
	less Transfers to EMR	<u>0</u>	<u>0</u>	<u>0</u>			
	Movement to/(from) Gen Reserve	<u>38,857</u>	<u>(47,205)</u>	<u>(86,062)</u>			

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1000 Allotments Income	6,800	6,800	(0)			100.0%	
1065 Misc	1,193	0	(1,193)			0.0%	
1075 CIL	916	0	(916)			0.0%	
1076 Precept	237,867	237,867	0			100.0%	
1090 Bank Interest	3,064	1,000	(2,064)			306.4%	
Income :- Receipts	<u>249,840</u>	<u>245,667</u>	<u>(4,173)</u>			<u>101.7%</u>	<u>0</u>
Net Receipts	<u>249,840</u>	<u>245,667</u>	<u>(4,173)</u>				
101 Administration							
4005 Bank Charges	107	100	(7)		(7)	106.5%	
4021 Stationery	669	700	31		31	95.6%	
4025 Insurance	1,905	3,500	1,595		1,595	54.4%	
4026 IT Expenses	5,039	6,000	961		961	84.0%	
4045 Audit	1,555	1,800	245		245	86.4%	
4050 Legal	0	600	600		600	0.0%	
4075 Subscriptions	2,398	2,400	2		2	99.9%	
Administration :- Indirect Payments	<u>11,672</u>	<u>15,100</u>	<u>3,428</u>	<u>0</u>	<u>3,428</u>	<u>77.3%</u>	<u>0</u>
Net Payments	<u>(11,672)</u>	<u>(15,100)</u>	<u>(3,428)</u>				
102 Staff Costs							
4000 Wages & Salaries	61,248	90,000	28,752		28,752	68.1%	
4001 Tax & NI	21,801	0	(21,801)		(21,801)	0.0%	
4002 Pension	18,751	0	(18,751)		(18,751)	0.0%	
Staff Costs :- Indirect Payments	<u>101,800</u>	<u>90,000</u>	<u>(11,800)</u>	<u>0</u>	<u>(11,800)</u>	<u>113.1%</u>	<u>0</u>
Net Payments	<u>(101,800)</u>	<u>(90,000)</u>	<u>11,800</u>				
103 Establishment Costs							
4020 Office Rent	2,725	3,000	275		275	90.8%	
Establishment Costs :- Indirect Payments	<u>2,725</u>	<u>3,000</u>	<u>275</u>	<u>0</u>	<u>275</u>	<u>90.8%</u>	<u>0</u>
Net Payments	<u>(2,725)</u>	<u>(3,000)</u>	<u>(275)</u>				
104 Training							
4030 Training/Travel Clls	344	800	457		457	42.9%	
4035 Deputy Mayor Travel	0	100	100		100	0.0%	
Training :- Indirect Payments	<u>344</u>	<u>900</u>	<u>557</u>	<u>0</u>	<u>557</u>	<u>38.2%</u>	<u>0</u>
Net Payments	<u>(344)</u>	<u>(900)</u>	<u>(557)</u>				

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 Mayoral Expenses							
4054 Regalia	1,975	0	(1,975)		(1,975)	0.0%	1,975
4055 Mayors Allowance	4,761	3,900	(861)		(861)	122.1%	26
Mayoral Expenses :- Indirect Payments	6,735	3,900	(2,835)	0	(2,835)	172.7%	2,000
Net Payments	(6,735)	(3,900)	2,835				
6000 plus Transfer from EMR	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	(4,735)	(3,900)	835				
110 Grants/Donations							
4070 Grants	28,749	30,000	1,251		1,251	95.8%	
Grants/Donations :- Indirect Payments	28,749	30,000	1,251	0	1,251	95.8%	0
Net Payments	(28,749)	(30,000)	(1,251)				
120 Events/Projects							
4015 Contingency	4,938	18,872	13,934		13,934	26.2%	4,150
4061 Christmas Switch On	2,873	2,000	(873)		(873)	143.7%	
4062 Christmas Lights Contract	37,297	38,000	703		703	98.2%	
4064 Castle Lights Maintenance	330	1,000	670		670	33.0%	
4072 Town development	7,554	65,000	57,446		57,446	11.6%	
4081 Events Signage	60	2,000	1,940		1,940	3.0%	
4089 VAS	0	100	100		100	0.0%	
4091 Promotion	138	2,000	1,862		1,862	6.9%	
4092 Commemorations	4,195	3,000	(1,195)		(1,195)	139.8%	2,756
4093 255th Enclosures	611	1,000	389		389	61.1%	
4094 Contingency Maintenance	136	0	(136)		(136)	0.0%	
4099 Misc Expenses	100	0	(100)		(100)	0.0%	
4101 Road Closure Mgmt	180	5,000	4,820		4,820	3.6%	
4104 Community Stage	9,654	0	(9,654)		(9,654)	0.0%	9,654
4105 Town Twinning	2,000	4,000	2,000		2,000	50.0%	
4106 Trees	1,460	500	(960)		(960)	292.0%	810
4108 Tourist Guide	2,066	1,000	(1,066)		(1,066)	206.6%	1,956
4109 Green Energy Project	7,126	1,500	(5,626)		(5,626)	475.1%	7,126
4110 Election Costs	0	5,000	5,000		5,000	0.0%	
4999 Transfers To/From Reserves	5,654	0	(5,654)		(5,654)	0.0%	
Events/Projects :- Indirect Payments	86,374	149,972	63,598	0	63,598	57.6%	26,453
Net Payments	(86,374)	(149,972)	(63,598)				
6000 plus Transfer from EMR	26,453	0	(26,453)				
Movement to/(from) Gen Reserve	(59,921)	(149,972)	(90,051)				

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
999 VAT Data							
115 VAT refund from HMRC	8,561	0	(8,561)			0.0%	
VAT Data :- Receipts	<u>8,561</u>	<u>0</u>	<u>(8,561)</u>				<u>0</u>
515 VAT on spend - input automatic	9,599	0	(9,599)		(9,599)	0.0%	
VAT Data :- Indirect Payments	<u>9,599</u>	<u>0</u>	<u>(9,599)</u>	<u>0</u>	<u>(9,599)</u>		<u>0</u>
Net Receipts over Payments	<u>(1,038)</u>	<u>0</u>	<u>1,038</u>				
Grand Totals:- Receipts	258,401	245,667	(12,734)			105.2%	
Payments	247,997	292,872	44,875	0	44,875	84.7%	
Net Receipts over Payments	<u>10,404</u>	<u>(47,205)</u>	<u>(57,609)</u>				
plus Transfer from EMR	28,453	0	(28,453)				
Movement to/(from) Gen Reserve	<u>38,857</u>	<u>(47,205)</u>	<u>(86,062)</u>				

Knarborough Town Council Current Year

Summary Receipts and Payments for Year Ended 31st March 2026

Last Year Ended 31st March 2025		Current Year Ended 31st March 2026
	Operating Income	
241,537.60	Income	249,840.47
7,367.08	VAT Data	8,560.54
<u>248,904.68</u>	Total Receipts	<u>258,401.01</u>
	Running Costs	
13,163.47	Administration	11,672.31
90,195.20	Staff Costs	101,799.52
0.00	Establishment Costs	2,724.53
286.17	Training	343.50
3,491.40	Mayoral Expenses	6,735.47
18,135.00	Grants/Donations	28,749.00
85,604.15	Events/Projects	86,373.54
8,622.04	VAT Data	9,598.67
<u>219,497.43</u>	Total Payments	<u>247,996.54</u>
	Receipts and Payments Summary	
<u>246,431.01</u>	Opening Balance	<u>275,838.26</u>
248,904.68	Add Total Receipts(As Above)	258,401.01
495,335.69		534,239.27
219,497.43	Less Total Payments(As Above)	247,996.54
<u>275,838.26</u>	Closing Balance	<u>286,242.73</u>
	These cumulative funds are represented by:	
5,000.00	Current Bank A/c	5,000.00
270,838.26	Reserve A/c	281,242.73
<u>275,838.26</u>		<u>286,242.73</u>
	Reserve Balances are represented by:	
29,407.25	Current Year Fund	10,404.47
153,111.60	General Reserves	188,473.59
624.00	EMR - Castle Light Maintenance	1,294.00
5,072.00	EMR - NDP	5,072.00
0.00	EMR - Stage Improvement	-54.40
39,133.66	EMR Christmas Lights	34,133.66
2,000.00	EMR Regalia	0.00
2,215.00	EMR Allotments	2,215.00
670.00	EMR Castle Lighting	0.00
4,150.00	EMR Links Charity	0.00
4,635.00	King George V Field	4,635.00
5,500.00	EMR - KBoro House	3,000.00
0.00	EMR - Elections	10,000.00
3,500.00	EMR - Kboro Nidd Gorge	0.00
652.50	EMR - CIL	1,568.19

Knaresborough Town Council Current Year

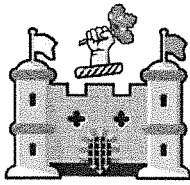
Summary Receipts and Payments for Year Ended 31st March 2026

Last Year Ended 31st March 2025		Current Year Ended 31st March 2026
1,000.00	EMR - Tree Maintenance	190.00
9,602.00	EMR - Cony-Hall Improvement	0.00
500.00	EMR - Castle 2030	500.00
2,881.25	EMR Events	124.80
11,184.00	EMR - SPF Solar	4,058.00
0.00	EMR - Town Development	20,602.00
0.00	EMR - Tour Guides	26.42
<hr/> 275,838.26 <hr/>		<hr/> 286,242.73 <hr/>

Signed : _____ (Chairman) _____ (RFO)

6.4

Group / Organisation	Grant Description	Amount	Grant payment sent	Proposed start date of project	Feedback request sent	Feedback received	Comments
April							
Waterside Resident Association	Waterside maintenance	1050.00	Yes	Immediate	Yes	Yes	
Renaissance Knaresborough	Trompe L'Oiel	1000.00	Yes	Immediate	Yes		
FEVA	Mkt Entertainment	2500.00	Yes	August	Yes		
Friends of Jacob Smith Park	Barn Owl Box	350.00	Yes	Immediate	Yes	Yes	
May							
The Village	Moses Basket mattresses	350.00	Yes	ASAP	Yes	Yes	\$ 137
Restart Yorkshire	Move Defib (Cricketers)	300.00	Yes	Immediate	Yes	Yes	
The Half Moon	New Defib	350.00	Yes	Immediate	Yes	Yes	
July							
Yorkshire Create	Chrismouse Advent Window	500.00	Yes	November	Yes	Yes	
FEVA	Kboro Forest Family Fun Day	300.00	Yes	August	Yes	Yes	
Mind	Mental Elf Fun Run	2000.00	Yes	November	Yes	Yes	
Kboro Youth Council	Youth Council activities	2500.00	Yes	September	Yes	Yes	
September							
The Art Guild	Artmaker forum and festival	1000.00	Yes		Yes		
Friends of Aspin Pond	Restoration and maintenance	1000.00	Yes	Immediate	Yes	Yes	
November							
Inspire Youth	Planting for privacy	280.00	Yes	Immediate	Yes		



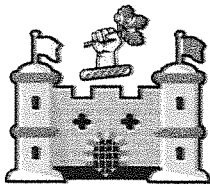
List of Regular payments 2026

Supplier	Service
Yorkshire Local Council Association	Annual Subscription and training
British Telecom	Telephone and Internet
D3 Office	Stationery and office equipment
Vision ICT	Website and email provision and support
Arena Group	Photocopies
Siemens/Xerox	Copier lease agreement
Yorkshire Internal Audit Services	Internal audit – twice yearly
Rialtas Accounting Package	Annual subscription - support and maintenance
Spa ICT	Annual subscription, Anti-virus, general support
Friendship and Leisure Charity	Monthly donation for storage
Royal British Legion	Wreath - Annual
NALC	Training
Pitney Bowes/Link	Franking Machine and ink
Selectplan Ltd	Castle lighting maintenance
Blachere	Christmas Lighting Contractor
SLCC	Annual Subscription and training
PKF Littlejohn	Annual External Audit
Information Commissioner	Data Protection Certificate
Defib stores or equivalent	Replacement pads, batteries etc
KTC Small Grant awards (various)	Amount to £350
Canva	Annual Subscription
Houghtons of York	Specialist signwriter Mayoral board - annual
Gouthwaite Board of Mgmt	Annual Levy
OJW Services	Town Ranger projects - monthly
Gallagher	Insurance brokers - annual

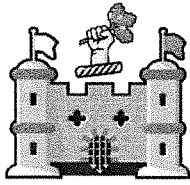
*Please note salaries, tax and pension payments are made monthly as per employment contracts.

Approved:

Review: Annually



INTERNAL CONTROL CHECKLIST (to be used in conjunction with Financial Regulations)	INIT	INIT
CHECKS		
Accounting records, ie cash book: Is the cash book being kept up to date? Cross reference it with minutes/bank statements/cheque books	DEF	Hh
Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders <i>n/a - none.</i>	DEF	Hh
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments <i>n/a - no cheques used</i>	DEF	Hh
Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? <i>n/a - we don't give a receipt</i> Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?	DEF	Hh
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?	DEF	Hh
Bank reconciliation: Is the council provided with this information regularly? (quarterly) <i>MONTHLY</i> The monthly reconciliation is checked against bank statements?	DEF	Hh
VAT paid: Is it properly recorded in the cash book? Claim for refund of VAT made and paid to the council? Claim properly submitted in a timely manner?	DEF	Hh
Ordering of stationery and supplies: Commensurate with the usage requirements of the council?	DEF	Hh
Internet banking: Checks implemented by the council being adhered to?	DEF	Hh
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? Real Time Information reporting done on time? (so as not to incur financial penalties for the council).	DEF	Hh
Independent internal audit reports – presented to full council (or committee as directed) and recommendations acted upon?	DEF	Hh
External auditor's report – presented to full council and directives acted upon?	DEF	Hh
Names of persons carrying out the check: <i>H. GOSLOW</i> <i>D. GOODE</i>		
Signatures: <i>[Signature]</i> <i>D. B. Goode</i>		
Date check undertaken: <i>9/3/26</i>		



Regulation 121B Monitoring Report

Financial Year – 2025/2026 (1 April 2025 to 31 March 2026)

A Local Council must use CIL receipts passed to it to support the development of the local council's area, by funding—

- (a) the provision, improvement, replacement, operation, or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

The Local Council will be required to publish the following report on its website. The report should be published no later than 31 December following the reported year.

Regulation 121B Reference	Description	Amount
a	Total CIL receipts for the reported year	£915.69
b	Total CIL expenditure for the reported year	£0.00
c	Summary of CIL expenditure during the reported year including- i) The items to which CIL has been applied. ii) The amount of CIL expenditure on each item Project: 1. 2. 3.	N/A
d	Details of any notices received in accordance with Regulation 59E*, including: i) Total value of CIL receipts subject to notices served in accordance with regulation 59E during the reporting year. ii) The total value of CIL receipts subject to a notice served in accordance with regulation	None

	59E in any year that has not been paid to the relevant charging authority by the end of the reporting year.	
e (i)	The total amount of CIL receipts for the reporting year retained at the end of the reported year.	£915.69
e (ii)	The total amount of CIL receipts from the previous years retained at the end of the reported year.	£652.50

*Regulation 59E – Recovery of CIL passed to Local Councils. This will apply where a Local Council has not spent its CIL in accordance with the CIL Regulations or has not spent CIL within 5 years of its receipt.

6.8

Knaresborough Town Council 2025 2026

Electorate

12719

£11.10

S137

Net Amount

Minute Reference

Description/Payee

Month

24/156 6.6

Small Grant - The Village Baby supplies

May

350

Total

350