

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

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09 June 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 June 2026

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 June 2026

Two minutes silence in honour of Eileen Ferguson, Councillor and Mayor of Knaresborough in 1983, 1992 and 1995.

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 11 May 2026 (*ca*)

4.2 Thursday 21 May 2026 (Annual Meeting of the Town Council) (*ca*)

5. Business Remaining

5.1 Confidential session

In view of the confidential nature of the business to be transacted re **ITEM 5.2** pertaining to the Charter Market, licenses and contracts, 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 and press.

5.2 To receive an updated presentation from Councillors Pickard and Gostlow in light of recent negotiations and new information from NYC, and to consider the next steps set out within the presentation. **To determine** the key elements the Council wishes to progress as part of this project and to support the development of a broader town-wide initiative.

6. Reports/Information from the Clerk

6.1 To note the accounts checks by the nominated councillor against the bank statement are up to date and signed off for 2025/26.

6.2 To consider the detailed Year End Internal Audit Report and its recommendations numbered 1 to 12 (*ca*)

6.3 To consider the **Annual Internal Audit Report 2025/26** (*ca*)

6.4 To complete the **Annual Governance Statement 2025/26** points 1 – 9 (*ca*)

6.5 To consider the Accounting Statements 2025/26 (ca)

6.6 To consider re-appointing Internal Audit Yorkshire for the financial years ending 31 March 2027 and 31 March 2028.

6.7 To receive the detailed Councillor Training update *(as requested at full council on 11 May 2026)* (ca)

6.8 To agree the required action on catenary wires following the 3 yearly safety review from KTC's current contractor (quote and summary of works emailed to councillors)

7. Correspondence

7.1 To receive the email from Knaresborough Civic Society re an update for those interested in Knaresborough House (ca).

7.2 To consider the email re North Yorkshire Council Homeless and Rough Sleeper Forums (ca).

8. Reports from Committees and Working Groups

8.1 To Receive and Note the Minutes of the Planning meetings held on Monday 11 May and Monday 6 June 2026 (see website for details).

9. Motions from Council Members

9.1 Cllr M Walker (2nd Cllr H Gostlow)

"Propose a Vote of No Confidence in North Yorkshire Council's Management of Knaresborough Services and Assets" (ca)

10. Information Exchange

Note: Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk's office.

A copy of the agenda in larger print is available on request.

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

Emergency Procedures for Meetings – Fire

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 11 May 2026

PRESENT: Chair: The Mayor – Councillor Helen Westmancoat

Councillors: J Batt, A Bell, M Flood, D Goode, H Gostlow, K Lacey, M Longhurst, S Oakes, J Pickard and M Walker

Staff Present: The Clerk and the Deputy Clerk

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

26/274 ITEM 1 – To receive apologies and consider approval of inability to attend the meeting:

RESOLVED: That the apology received together with reason for absence from Councillor Davies be approved.

26/275 ITEM 2 – Councillors’ Disclosure of an Interest

None for this meeting

26/276 ITEM 3 - KTC Public Speaking Session

None for this meeting

3a North Yorkshire Councillors to give verbal updating report on unitary authority matters.

- Councillor Gostlow mentioned that she had attended a Members Seminar on SEND reform and what it means for residents and their children across the area.
- Other topics discussed included strategic planning, highways and gully cleaning.
- Councillor Walker informed KTC that responsibility for street cleaning is moving to the Highways team and that he has raised urgent concerns about the condition of the Public Toilet on Waterside.
- Councillor Walker also mentioned he has been exchanging emails regarding Viaduct Terrace and the urgent need for repair before further damage is done.

Councillor Walker agreed to circulate the dates for resurfacing work in the area to all members.

Councillor Walker has asked that a list of Knaresborough based NYC assets, together with appropriate maintenance logs, be made available to enable Council to assess the current status and progress of works.

26/277 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meeting held on:

4.1 Monday 16 March 2026

RESOLVED: That the Minutes of the meeting held on Monday, 16 March 2026 be approved as a correct record and signed by the Chair.

26/278 ITEM 5 - Business Remaining

None for this meeting

26/279 ITEM 6 – Reports/Information from the Clerk

6.1 To consider the Order of Proceedings for Mayor Making

RESOLVED: That the Order of Proceedings as presented be approved

6.2 To receive and note updated Business/Action Plan and to note updated Strategic Priorities document

Councillor Gostlow read out amendments that she wished to be added to the Business Plan to further clarify the Council's current strategic aims.

Councillor Goode asked for the NDP to be added to the Action Plan.

RESOLVED: That these documents (including the amendment to the Business Plan) go to every committee to be reviewed in the next six months against current and future priorities; updated priorities to be brought back to Full Council for consideration.

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

Councillors went through the current committees, external organisations and Terms of Reference for the Standing Committees.

RESOLVED: That KTC approves the list of committees, external organisations and Terms of Reference (see appendix 1 for a list of committees and external organisations)

6.4 To appoint members to committees and external organisations

RESOLVED: That KTC appoints members as listed in appendix 1

6.5 To consider a Schedule of Meetings for civic year 2026/2027

RESOLVED: That the Schedule of Meetings for 2026/27 be approved (see appendix 2)

6.6 To review Asset Register of Town Council property

RESOLVED: That the Asset register be approved and the value agreed at £994,509 to be submitted in the Annual Governance and Return document.

FURTHER RESOLVED: That 3 items, the lawn mower, the NDP banners and the old staging are disposed of during this civic year.

Councillor Flood said he would contact the Kboro Lions Club regarding the old stage to ensure they agree to the disposal.

6.7 To review and adopt

- a) Standing Orders
- b) Financial Regulations and the Financial Management Risk Assessment
- c) The Code of Conduct

RESOLVED: That the above documents have been reviewed and adopted by KTC.

6.8 To review and adopt the updated Risk Management and Control strategy

Councillors discussed certain aspects of the document and agreed that the Legal Power risk level should be changed from Medium to Low with the mitigation which is in place. Members also discussed Councillor training.

RESOLVED: That the Clerk compiles a list of recognised core training for Councillors, together with relevant subject-specific training for committees, where appropriate, to support Members in fulfilling their roles. The Clerk to produce an accompanying form detailing the training undertaken by Councillors which should then be shared at an appropriate council meeting.

FURTHER RESOLVED: That with the minor amendment detailed above, Council has reviewed and will adopt the Risk Management and Control Strategy.

6.9 To review and adopt the updated Business Continuity Plan and emergency contacts document.

RESOLVED: That the above documents have been reviewed and adopted by KTC.

6.10 To review and adopt the updated Financial Reserves Policy

RESOLVED: That the above document has been reviewed and adopted by KTC.

6.11 To review and adopt the latest Scheme of Delegation Policy**RESOLVED:** That the above document has been reviewed and adopted by KTC.**6.12 To consider** amending bank signing rule to read 'any three signatories' as recommended by Nat West Bank.**RESOLVED:** That KTC agrees to amending the Nat West bank signing rule to read 'any three signatories', without impacting KTC's own rules regarding bank signatories.**26/280 – ITEM 7 – Correspondence****7.1 To consider** the request to form a working party with Bilton Hall Farm Management Ltd and respond accordingly.**RESOLVED:** That KTC agrees to having representation on the working party and that Councillor Oakes and Councillor Flood are named representatives.**7.2 To consider** the Cyber Insurance quotation from insurance brokers Gallagher and decide if council require this service

Councillor Bell questioned whether the level of cover was more than council needed at this time and asked that this be investigated.

RESOLVED: That KTC responds, with wording provided by Councillor Bell, asking if the overall cover could better reflect council's requirements. However, should the quotation remain the same, then council are minded to accept it and will leave this to the Clerk's discretion.**7.3 To receive and note** the updated version (August 2025) of the Parish Charter**RESOLVED:** That KTC write to the NYC Assistant Chief Executive (Local Engagement) to request a meeting to discuss the Parish Charter.**26/281 - ITEM 8 - Reports from Committees and Working Groups****8.1 To Receive and Note** the (draft) Minutes of the Finance and General Purposes Committee meeting held on Monday 13 April 2026.**RESOLVED:** To receive and note**8.2 To Receive and Note** the (draft) Minutes of the Projects, Community and Environment Committee meeting held on Monday 20 April 2026**RESOLVED:** To receive and note

8.3 To Receive and Note the minutes of the Planning Committee meetings held on Monday 30 March 2026 and Monday 27 April 2026.

RESOLVED: To receive and note

8.4 To Receive and Note

(i) the Tour Guide monthly updates for March and April 2026

RESOLVED: To receive and note

(ii) the notes of an information gathering meeting to explore coach friendly status held at Knaresborough House on Wednesday 29 April 2026.

RESOLVED: To receive and note

*(iii) a verbal update from Councillor Margy Longhurst following on from point (ii) And finally, **to consider** the recommendations/action points highlighted in the notes.*

Councillor Longhurst gave a summary of the status of investigations into Coach Friendly Status for the Town and highlighted several actions that need to be taken to improve any application.

RESOLVED: That KTC agree that the application for Coach Friendly Status should be progressed.

Councillors went on to discuss contacting NYC about repositioning the cycle racks so that they can be better utilised and are easier to locate.

26/282 ITEM 8 - Motions from Council Members

9.1 Councillor H Westmancoat (2nd Cllr A Bell)

That KTC approve the design for the new Town Boundary signs and agree to the project commencing, with Councillors Westmancoat and Bell liaising with North Yorkshire Council Highways and delegated authority given to the Clerk to spend up to the budget agreed.

RESOLVED: That KTC approve the design for the new Town Boundary signs and agree to the project commencing, with Councillors Westmancoat and Bell liaising with North Yorkshire Council Highways and delegated authority given to the Clerk to spend up to the agreed budget.

26/283 ITEM 09 - Information Exchange

- Councillor Walker mentioned that the T-shirts celebrating the 60th Anniversary of the Bed Race are now on sale.

- Councillor Goode explained the Neighbourhood Development Plan was in the final stages of review.
- Councillor Pickard gave a brief update on the Wednesday Market status and ongoing negotiation with NYC.
- Councillor Westmancoat explained a visit had been arranged to visit Skipton and discuss the market arrangements in place there.

Meeting closed at: 9:30 p.m.

**Signed by the Mayor:
Councillor H Westmancoat**

DRAFT

Appendix 1

Standing Committees/Sub Committees/ Working Groups

Standing Committee	Current Membership	Agreed Membership 2026/2027
Planning (PI) – <i>incorporates NDP</i> Meets once a month	John Batt Kathryn Davies David Goode Shan Oakes Mark Flood	John Batt Kathryn Davies David Goode Shan Oakes Mark Flood Helen Westmancoat
Finance & General Purposes (F&GP) Scheduled to meet once a quarter	Andy Bell Shan Oakes Matt Walker David Goode John Batt	Andy Bell Shan Oakes Matt Walker David Goode John Batt
Projects Community and Environment (PCE) Scheduled to meet once a quarter	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes James Pickard Matt Walker Helen Westmancoat John Batt Mark Flood	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes James Pickard Matt Walker Helen Westmancoat John Batt Mark Flood
Market (M) Council to decide how often to meet and membership		David Goode Hannah Gostlow Kit Lacey Margy Longhurst Shan Oakes James Pickard Matt Walker Helen Westmancoat
Staffing Meets 3 times a year or as needed	Hannah Gostlow James Pickard Helen Westmancoat David Goode	Hannah Gostlow James Pickard Helen Westmancoat David Goode
Appeals Meets as needed (made up of all councillors not on Staffing)	Andy Bell Kit Lacey Margy Longhurst Shan Oakes Matt Walker John Batt Kathryn Davies Mark Flood	Andy Bell Kit Lacey Margy Longhurst Shan Oakes Matt Walker John Batt Kathryn Davies Mark Flood

Sub Committee Meetings set by Chair	Reporting to:	Current Members	Proposed Membership 2026/2027
Castle Area	PCE	Margy Longhurst Shan Oakes Helen Westmancoat John Batt David Goode Matt Walker	Margy Longhurst Shan Oakes Helen Westmancoat John Batt David Goode Matt Walker
Climate Change Emergency	PCE	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes Mark Flood	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes Mark Flood
Bright Friday	PCE	Hannah Gostlow Kit Lacey James Pickard Mark Flood	Hannah Gostlow Kit Lacey James Pickard Mark Flood
Police Liaison	Full Council	Kathryn Davies Hannah Gostlow James Pickard	Kathryn Davies Hannah Gostlow James Pickard

Working Groups Meetings set by Chair	Reporting to:	Current Members	Proposed Membership 2026/2027
Commuted Sums	PCE	Andy Bell Hannah Gostlow James Pickard David Goode	Andy Bell Hannah Gostlow James Pickard David Goode
Castle 900	PCE	Helen Westmancoat Shan Oakes John Batt	Helen Westmancoat Shan Oakes John Batt Margy Longhurst Mark Flood Matt Walker Hannah Gostlow
Markets	Market Committee or Full Council	Hannah Gostlow Margy Longhurst James Pickard Helen Westmancoat Shan Oakes Matt Walker David Goode John Batt	Hannah Gostlow James Pickard
Stage	PCE	Kit Lacey James Pickard Mark Flood	Kit Lacey James Pickard Mark Flood
Boundary Signs	PCE	Andy Bell Hannah Gostlow	Andy Bell Hannah Gostlow

EXTERNAL ORGANISATIONS 2025-2026		Proposed for 2026 - 2027
Town Twinning Bebra	The Mayor	The Mayor, David Goode and John Batt
Town Twinning Volodymyr	D Goode	The Mayor, David Goode and John Batt
The Town Guides	The Mayor is patron	The Mayor is patron and Margy Longhurst
Knaresborough Chamber of Trade	H Gostlow, S Oakes	Hannah Gostlow and Matt Walker
Yorkshire Local Councils' Association YLCA	The Mayor + K Davies	The Mayor and Kathryn Davies
Harrogate & District Access Group (HADAG)	The Mayor is Patron	The Mayor is patron
Knaresborough Community Centre Committee	H Gostlow	Hannah Gostlow and Kit Lacey
Friendship & Leisure Centre	The Mayor	The Mayor
Renaissance Knaresborough Exec Committee	M Flood, H Gostlow	Mark Flood and Hannah Gostlow
Spa Baths Charity	J Batt, D Goode	David Goode and Mark Flood
Knaresborough Relief in Need	H Westmancoat	Helen Westmancoat
Trustee of King James's Foundation	J Batt (meets once per year)	Contact school
Trustee of Chapel of our Lady of the Crag	M Longhurst	Margy Longhurst
Allerton Waste Recovery Park (Thalia)	M Flood, K Lacey	Mark Flood and Kit Lacey
Knaresborough Civic Society	The Mayor	The Mayor
Knaresborough Business Collective	K Lacey, K Davies	Kit Lacey and Kathryn Davies
Youth Council* * Requires DBS checks	J Pickard, S Oakes, H Gostlow, H Westmancoat	James Pickard, Shan Oakes, Hannah Gostlow and Helen Westmancoat
Gouthwaite Board	K Davies, H Gostlow	Hannah Gostlow and David Goode
Remembrance	The Mayor attends September meeting and lays wreath on Remembrance Sunday	The Mayor
Knaresborough Museum Association	M Longhurst	Margy Longhurst
Knaresborough Voice	H Gostlow, K Davies, S Oakes, H Westmancoat	Hannah Gostlow, Kathryn Davies, Shan Oakes, Helen Westmancoat
Bilton Hall Management Ltd working party		Mark Flood and Shan Oakes

Appendix 2

KTC Meeting Dates June 2026 – May 2027

<u>Date</u>	<u>Meeting</u>	<u>Notes</u>
Thursday 21 May 2026	Annual Meeting of the Town Council	
Monday 25 May	Spring Bank Holiday	
Monday 01 June	Planning 12 noon	
Monday 08 June	Staffing 9am	
Monday 15 June	Full Council 7.00 p.m.	To sign off Annual Governance and Return and Internal Audit Forms
Monday 22 June		
Monday 29 June	Planning 12 noon	
Monday 06 July	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 13 July		
Monday 20 July	Finance & Gen Purposes 7.00 p.m.	
Monday 27 July	Planning 12 noon	
Summer Break – no council or standing committee meetings		
Monday 07 September	Planning	
Monday 07 September	Remembrance Meeting – Mayor involved	Meeting with RBL and other organisations
Monday 14 September	Full Council 7.00 p.m.	
Monday 21 September		
Monday 28 September		
Monday 05 October	Planning 12 noon	
Monday – 05 October	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 12 October	Staffing 9am	

Monday 19 October	Finance & Gen Purposes 7.00 p.m.	
Monday 26 October		
Monday 2 November	Planning 12 noon	
Monday 2 November	Clerk led informal discussion with all councillors to consider budget	
Monday 09 November		
Monday 16 November	Finance & Gen Purposes (Budget)	All councillors to be invited
Monday 23 November		
Monday 30 November		
Monday 07 December	Planning 12 noon	
Monday 14 December	Full Council Precept Setting 7.00 pm	
Monday 04 January 2027		Christmas break will not allow sufficient time to legally send out a planning agenda with summons
Monday 11 January	Planning 12 noon	
Monday 18 January	Finance & Gen Purposes 7.00 pm	
Monday 25 January		
Monday 01 February	Planning 12 noon	
Monday 01 February	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 08 February	Staffing 9am	
Monday 15 February		
Monday 22 February		
Monday 01 March	Planning 12 noon	
Monday 01 March	Annual Town Meeting	
Monday 08 March		
Monday 15 March	Full Council 7 p.m.	

Monday 22 March		
Monday 29 March	Easter Monday	
Monday 05 April	Planning 12 noon	
Monday 12 April	Finance & Gen Purposes 7.00 pm	
Monday 19 April	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 26 April		
Monday 03 May	Bank Holiday	
Monday 10 May	Planning 12 noon	
Monday 10 May	Full Council (Annual Meeting prep) 7.00 pm	
Monday 17 May		
Thursday 20 May	Mayor Making? Possible regular Annual Meeting due to election year	

NB Market Committee dates not yet in schedule, awaiting Council decision on frequency of meetings for this committee.

**MINUTES OF THE ANNUAL MEETING OF
KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE ON THURSDAY 21 MAY 2026**

PRESENT: The Town Mayor (H Westmancoat) in the Chair

Councillors: J Batt, A Bell, M Flood, D Goode, H Gostlow, K Lacey, M Longhurst, J Pickard, M Walker and Shan Oakes

Staff: The Clerk, Deputy Clerk and Community Projects Officer

AM26/001 ITEM 1 – ELECTION OF TOWN MAYOR 2026/2027

1.1 The Town Mayor (H Westmancoat) asked for nominations for the election of Mayor for the ensuing year.

Councillor Mark Flood proposed, and Councillor Margy Longhurst seconded, and it was

RESOLVED: Councillor Shan Oakes be elected Town Mayor for the ensuing year 2026/27.

AM26/002 ITEM 2 – APOLOGIES FOR INABILITY TO ATTEND THE MEETING

Apologies and reasons for absence were received and accepted from Councillor K Davies.

**AM26/003 ITEM 3 – WELCOME BY THE RETIRING MAYOR –
Councillor H Westmancoat: REPORT ON THE MAYORAL YEAR
2025/26 and presentation of awards**

The Mayor explained that she had very much enjoyed being Mayor and that it had been an honour to have represented the town. She gave a vote of thanks to the Clerks, the Community Projects Officer and her fellow councillors for the support they had given her and all the hard work they put in to achieve the best for the town. She also thanked Cllr Andy Bell who, as Deputy Mayor, had stood in for her on several occasions. She also thanked the Town Criers and the Mayor of Knaresborough's Town Guides for their help in promoting the town and for being present at some of the local events.

She continued by explaining that it had been a busy year and her focus had been on the importance of community, whether that involved visiting care homes or civic events. She had attended many events in the town and surrounding areas, and had met many people, including Mayors from other towns, otherwise known as the 'Chain Gang'.

One of the first mayoral engagements had been the Golden Wedding service at Ripon Cathedral and it was noted that they Mayor and her Consort had also attended many

other events at the Cathedral over the year, including at least four events in the run up to Christmas.

She referred to the renewal and refurbishment of St John's Church when Bishop Anna from Ripon had blessed the church, which is now much easier to access and has integrated new technology, as well as child friendly areas.

She spoke about 13 August last year which had been Knaresborough Forest Day, the 255th commemoration of the Enclosures Act, and which had seen a series of events in the town celebrating all things nature connected and the purchase of land for Knaresborough Forest Park through public shares

As Mayor she had also been invited to assist with the inauguration of the Mayor of Knaresborough's Town Guides, which her predecessor Cllr Margy Longhurst, had set up, and which promote the town on Wednesdays and Saturdays through their walking tours. As the Town Crier says regularly, "what they don't know about Knaresborough is not worth knowing". This year they are working on coach friendly status for the town and a new Film and Movie tour. Some of the guides are now looking at working towards Blue Badge guide status.

She referred to the 'main annual events' in the town including the Bed Race, FEVA, Remembrance Day and Bright Friday and noted that many of them would not happen without support from many organisations in the town, including Knaresborough Connectors, the Knaresborough Silver Band, Knaresborough Lions and Knaresborough Rotary Club amongst others.

She recalled that at the Bed Race she had inspected the beds on the Castle Top, taken part in the parade and had helped set off the beds at 10 second intervals. Following a long day, and a stumble on the pavement, a passing police car had stopped to help and had taken her home – much to the consternation of her neighbours!

She had been delighted to cut the ribbon to open FEVA, judge the annual Town Crier competition and had seen the Knaresborough 11 play on the Castle Top.

In August the town had commemorated Victory in Japan followed in November by Remembrance Day when the town remembers those who made the ultimate sacrifice so we can live freely.

In December the Town Council hosts Bright Friday when the Christmas lights are switched on; this year a display from Blind Jack's had also contributed to a wonderful display of lights.

The Mayor then gave details of many other events attended, including: Open Gardens, assisting with the Yorkshire in Bloom awards, visits to both Hillview Manor and Manor House for their 10th anniversary at which Julian Norton, the Yorkshire Vet buried a time capsule in the grounds, visits to Chain Lane Community Hub and again cutting a ribbon to open Yorkshire Eyewear in the Market Place. She and her Consort had also attended civic services in other towns, including Pateley Bridge and Morley as well as hosting my own recently.

She referred to the Mayor of York and North Yorkshire's mayoral fund for events in the town, Eventure, and noted that staff and councillors contribute on a regular basis. She

referred to the recent Colour Run at Conyngnam Hall where she had thrown blue powder at the runners, but which had resulted in her also being similarly covered!

She referred to Knaresborough in Bloom which continues to flourish and was awarded gold in the Yorkshire in Bloom competition.

Turning to Town Twinning the mayor noted that in June delegates from Bebra were welcomed to the Bed Race and for the first time in several years they sported a team in the race.

In October the Mayor and Consort, John, went to Bebra for Kirmes. It was the first time she had visited the town, having hosted visitors from Bebra over several years. She related amusing stories about taking the mayoral chain with her and being stopped at Customs! It was noted that they had very much enjoyed the events and the parade round the town, together with visits to nearby towns.

She explained that Town Council has put in a bid for the Town of Culture 2028 and are waiting to hear whether or not the bid has been successful in the first round.

She referred to the recent appointment of a Town Development Manager who is working hard along with our Town Ranger and Councillors to take over the market which Town Council hopes to do over the summer.

The Mayor concluded by again acknowledging the help and support received from the Town Clerks and fellow Councillors. Most of all the Mayor was very grateful to her Consort, John, who had helped her put on the chain and had been there to socialise with the people they had met. She quipped that he calls himself the 'Bag Carrier', and noted he even has a badge to prove it!

She once again thanked all for an interesting year and wished the incoming Mayor, Councillor Shan Oakes all the best for her time in office.

The Mayor then presented awards as follows:

The Environment Cup – presented to Knaresborough Open Gardens
The Community Cup – presented to Knaresborough Connectors

AM26/004 ITEM 4 – Invest the Incoming Mayor

The outgoing Mayor, Councillor Helen Westmancoat invested Councillor Shan Oakes with the Chain of Office.

The new Town Mayor, Councillor Helen Westmancoat, took the Chair henceforth.

AM26/005 ITEM 5 - Town Mayor's Declaration of Acceptance of Office and appointment of Deputy Town Mayor

5.1 Councillor Shan Oakes read out and signed the declaration of acceptance of office of Town Mayor.

5.2 The Mayor gave a vote of thanks to the outgoing Mayor and thanked Members for her appointment.

5.3 The Mayor announced that her Consort is to be Mr Bill Rigby and the retiring Consort, Mr John Westmancoat, invested the new Consort with the Chain of Office.

5.4 The Town Mayor (Councillor S Oakes) proposed, and Councillor M Walker seconded, and it was

RESOLVED: That Councillor Kit Lacey and Councillor James Pickard share the Deputy Mayor role for the year 2026/2027.

AM26/006 **ITEM 6 – To receive communications from the Town Mayor, including:**

The Mayor's Chaplain for the Civic Year 2026/27 – to be advised
Mayor's Charities for the Civic Year 2026/27 – to be advised
Date of Civic Service – to be advised

Members of the Council and invited guests then processed to the Committee Room to be received by the mayoral party.

Annual Internal Audit Report 2025/26

Knaresborough Town Council

www.knaresboroughtowncouncil.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✓	
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/01/2026

03/06/2026

Safia Kauser - Internal Audit Yorkshire

Signature of person who carried out the internal audit

S. Kauser

Date

03/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Knaresborough Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and/ accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chair and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chair

Clerk

www.knaresboroughtowncouncil.gov.uk

6.5
COPY.

Section 2 – Accounting Statements 2025/26 for

Knarborough Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	241,891	271,203	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	172,180	237,867	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	76,625	20,534	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	90,195	101,800	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	129,298	146,196	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	271,203	281,608	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	271,203	281,608	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	963,360	994,509	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only			
	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

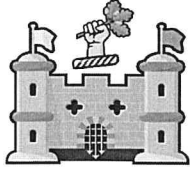
Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

I confirm that these Accounting Statements were approved by this authority on this date:

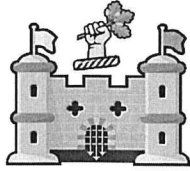
as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved



TRAINING RECORD

2022		
Name	Date	Training
Councillor Bell	Jan	Off to a Flying Start - YLCA
Clerk	Feb	Local government reorganisation meeting
Councillors, Batt, Bell, Flood, Davies, Gostlow, Lacey, Longhurst, Oakes, Walker and Westmancoat.	May	Induction Training – delivered by KTC officers
Councillors Davies and Westmancoat	May	Off to a Flying Start - YLCA
Councillor Westmancoat	Aug	Government reform of planning system - YLCA
Councillors Batt, Bell, Flood, Goode, Gostlow, Oakes and Westmancoat	Oct	Training delivered by HBC's Emergency Planning and Business Continuity Safer Communities Officer
Clerk and Deputy Clerk	Nov	Experienced Clerks – YLCA
Councillors Batt, Bell, Flood, Gostlow, Longhurst, Oakes and Westmancoat	Nov	Training delivered by HBC's Chief Planner re S106 and Cil obligations
Councillors Batt, Davies, Goode, Gostlow and The Clerk and Deputy Clerk	Nov	Partner Briefing with NYCC re devolution - NYCC
2023		
Councillor Davies	Jan	Local council and community engagement - NALC
Clerk	Jan	NYCC new website portal training - NYCC
All Councillors	Feb	Administration training – delivered by KTC officers
H Westmancoat	Mar	Finance for Councillors
K Davies	May	Agendas, powers meeting procedures and policies
H Westmancoat	Oct	Duties, Powers and Policies
K Davies	Dec	How local councils benefit from levelling up
K Davies	Dec	Winning Strategies for the funding game
2024		
H Gostlow	January	Chairing Skills parts 1 and 2
Cllrs Davies, Westmancoat, Oakes Walker, Gostlow, Lacey, and Longhurst, Clerk and Deputy Clerk	January	YLCA Whole Councillor training
Councillor Oakes	February	Finance and Budget Monitoring
Councillor Davies	March	Policies Procedures and Powers
Councillor Davies	March	Code of Conduct and Declarations of Interest
Councillor Longhurst	March	Chairing skills parts 1 and 2



Knaresborough

Town Council

Hannah Read	April	Communicating with your community Parts 1 and 2
Hannah Read	April	Social Media Parts 1 and 2
Kathryn Davies	April	How Councils can benefit from levelling up agenda.
Kathryn Davies	July	Green Belt and Conservation Areas Planning
Helen Westmancoat	October	Employment Law update
Councillors Pickard, Lacey, Gostlow, Community Projects Officer and other lead marshalls	December	Protect UK Police Awareness e-course for Bright Friday Event planning and evening
2025		
Councillors Pickard and Westmancoat plus Hannah Read	January	Planning and managing events
Angela Pulman	June	Rialtas - New Year Tidy Up
Angela Pulman	July	Biodiversity Webinar
Helen Westmancoat	July	Chairing Skills
Angela Pulman	August	Rialtas - Reports Interpretation
2026		
Shan Oakes	June	Chairing Skills

From: ~~Knaresborough Town Council~~ <knaresborough-civic-society@hotmail.com>
Sent: ~~Knaresborough House~~ 09:32
To: ~~High Street~~
Subject: ~~Knaresborough~~ To those with an interest in Knaresborough House
~~North Yorkshire~~
~~HG5 0HW~~

To those with an interest in Knaresborough House,

We thought it was probably time to give everyone a bit of an update on where things currently stand with Knaresborough House.

There have now been several meetings and conversations taking place behind the scenes involving members of the working group, along with a few people locally who have experience in areas such as history, archives, conservation, surveying and funding.

At the moment, we are still very much in the stage of trying to properly understand the building before getting carried away with grand plans or promises.

A lot of the discussion so far has centred around two main questions.

Firstly, what sort of long-term future might realistically exist for the building, and how is it best protected and managed going forward?

Secondly, how do we encourage more people to take an interest in the place now — not just as a council building people walk past, but as part of the town’s wider story and identity?

There has also been quite a bit of discussion about the history of the building itself and whether more research into records and archives may help build a clearer understanding of its role within the civic life of Knaresborough over the years.

We’re sure there is much more still to unearth, so please keep digging. And to those who have already shared recollections, photographs, documents and old press cuttings — thank you very much. It has all helped build a fuller picture.

Alongside that, we are also trying to keep our feet on the ground and understand the practical side of things properly from the outset — permissions, listed building considerations, conservation requirements and all the realities that come with these sorts of buildings.

One feeling that keeps coming back in discussion is that it is probably better to begin with small and sensible steps rather than trying to leap too far too quickly.

So, in truth, progress at the moment probably looks less exciting from the outside than people might imagine. Much of it is simply conversations, listening, gathering information, speaking to the right people and slowly building up a clearer picture over time.

What has been encouraging is that there does seem to be a genuine level of affection and interest in Knaresborough House from local people. Quite a few people clearly feel that, whatever the formal ownership arrangements may be, the building forms part of the town’s shared civic life.

We will continue to share bits and pieces as things develop.

And as for getting involved — we know people have busy lives and not everybody wants to sit on committees or attend meetings, which is perfectly understandable.

But equally, projects like this often move forward because somebody mentions something useful, sends an old photograph, remembers a detail, knows the right person to speak to, or simply offers a bit of practical advice at the right moment.

So if at some stage you find yourself thinking, "Actually, I might be able to help with that," then that is probably the right time to drop us a line.

best wishes

Andrew Grinter
Secretary
Knaresborough Civic Society

~~Knaresborough Town Council
Knaresborough House
High Street
Knaresborough
North Yorkshire
HG5 0HW~~

clerk@knaresboroughtowncouncil.gov.uk

From: George Muddiman <George.Muddiman@northyorks.gov.uk>
Sent: 28 May 2026 12:17
Subject: Invite: North Yorkshire Council Homeless and Rough Sleeper Forums

Good afternoon,

I hope you are well. I am contacting you on behalf of the Housing Needs team, for North Yorkshire Council, regarding our ongoing Homelessness and Rough Sleeper forums. These forums aim to communicate our council-wide challenges, aims and developments in relation to homelessness and rough sleeping. We look to spread awareness, while also enhancing our local connections across our local authority and with our external partners.

The aims of these meetings are to:

- Update all agencies on our progress since becoming North Yorkshire Council
- Work collectively to develop robust Homeless and Rough Sleeping Strategies, which capture the needs of North Yorkshire and clearly prioritise actions
- Engage in stakeholder meetings to support our strategy development and enable us to truly understand the pressures faced by homeless and rough sleeper services
- Enable the sharing of agency information both locally and across North Yorkshire
- The opportunity to develop our partnership approach

We are very eager to engage with more contacts across local areas in the council, and this includes reaching out to parish councillors across NYC. Two forums take place – one for East and one for the West of NYC, and our next forums are scheduled:

22 July 26 West Forum
23 July 26 East Forum
25 November 26 West Forum
26 November 26 East Forum
24 March West 27 Forum
25 March East 27 Forum

If you would like to be added to the contact list for these forums, please let me know, and you shall receive invites in the coming weeks ahead of the forums in July.

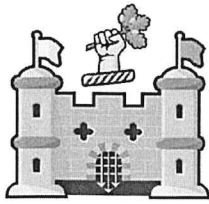
Kind regards,

George Muddiman
Graduate Trainee- Housing Needs: Ryedale and Selby

Email: george.muddiman@northyorks.gov.uk

~~Knareborough Town Council~~
~~Knareborough House~~
North Yorkshire Council

Housing, Community Development
Ryedale and Selby Locality



NOTICE OF MOTION TO COUNCIL

AGENDA ITEM		AGENDA DATE	
	9.1		15 June '26

Title of Motion	Vote of No Confidence in North Yorkshire Council's Management of Knaresborough's Services and Assets
Proposed by	Cllr Matt Walker
Seconded by (If possible at time of submission)	Cllr Hannah Gostlow
Detailed background including any financial implications (provided by the proposer)	<p><i>This Council Notes with Grave Concern:</i></p> <p><i>The persistent, systemic neglect of Knaresborough's historic assets, public amenities, and essential infrastructure by the unitary authority, North Yorkshire Council. For too long, decisions and budgets have been managed from a distance in Northallerton, leaving Knaresborough's community heritage to decay.</i></p> <p><i>Specific and alarming examples of this neglect include, but are not limited to:</i></p> <p><i>Knaresborough House: Our historic civic centerpiece is in a state of significant disrepair, reflecting a profound lack of basic maintenance and civic pride.</i></p> <p><i>Knaresborough Castle: A cornerstone of the town's identity and tourism economy, now requiring urgent structural repair and investment.</i></p> <p><i>The Viaduct Terrace: Where protracted neglect has allowed structural failure to occur, creating both an immediate safety risk and a visual blight.</i></p> <p><i>Waterside Public Toilets: Essential facilities left in such poor condition that they pose a direct risk of environmental harm to the River Nidd.</i></p> <p><i>Town-Wide Public Conveniences: A broader, systemic failure to maintain and upgrade public toilets across Knaresborough, failing both residents and visitors.</i></p>

The Paddling Pool: A cherished community asset currently left unfit for use, depriving local children and families of an important recreational amenity.

Historic Cobbles: A chronic failure to properly reinstate missing cobbles and restore existing ones, creating severe accessibility barriers that compromise public safety, particularly for disabled residents.

Tourist Information Services: The total absence of effective, visible, and coordinated tourist information provision, undermining the local visitor economy.

Town Centre Signage: Inadequate, outdated, and poorly designed directional signage that is entirely unfit for purpose.

High Street Enforcement: A continuous failure to tackle illegal parking, directly contributing to traffic congestion, compromised pedestrian safety, and deteriorating air quality.

This Council Believes:

That the centralised management model operated from Northallerton is fundamentally failing the people of Knaresborough.

That we cannot sit idly by while our town's treasures and basic facilities crumble due to bureaucratic apathy and a total lack of local accountability.

That it is the democratic duty of this Town Council to stand up, fiercely champion our community, and fight to restore the dignity of Knaresborough.

This Council Resolves:

To formally declare a Vote of No Confidence in North Yorkshire Council's ability to effectively manage, maintain, or safeguard any service or asset within the town of Knaresborough.

To demand an immediate and substantial capital investment package from the unitary authority to address urgent repairs, upgrades, and improvements at:

Knaresborough House and Knaresborough Castle

The Viaduct Terrace

Waterside Public Toilets and all town-wide public conveniences

The Paddling Pool

Town center cobbled areas (with a focus on accessibility)

Town center signage and visitor infrastructure

To demand the immediate commencement of negotiations for a comprehensive Devolution Deal. If North Yorkshire Council cannot or will not properly

	<i>maintain our town, these assets and services must be transferred—alongside the necessary funding—to Knaresborough Town Council and the local community, who truly care for their future</i>
Additional Background (provided by the Proper Officer) if appropriate	<i>Comment, attach Report or annotate as “n/a”</i>
Financial implications (anticipated by the Proper Officer)	NIA
Legal implications (comment by the Proper Officer)	NIA.

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