**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

 North Yorkshire

 HG5 0HW

 Tel: (01423) 864080

E-mail: clerk@knaresboroughtowncouncil.gov.uk

 26 September 2023

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

Dear Councillors:

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

**Monday 02 October 2023**

**Extra Ordinary Meeting**

**6.45 p.m.**

Please see the Agenda for the meeting below.

Yours faithfully

 A Pulman

Clerk

Any queries regarding this agenda should be addressed to the **Clerk** at **office@knaresboroughtowncouncil.gov.uk**

**EXTRA ORDINARY COUNCIL AGENDA – Monday 02 October 2023**

**1.** To receive **Apologies and consider approval** of the reasonsfor inability to attend the meeting.

**2.** To receive declarations of **disclosable pecuniary interest** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

**3. KTC Public Speaking Session**

Any member of the public who wishes to speak *about an item on this agenda, or any topic they want to bring to the council’s attention* – please contact the Clerk – contact details on front page of agenda.

**4.** **To consider** town council purchase of a new trailer stage as detailed in the correspondence emailed to all councillors 20 September 2023.

*N.B. That in view of the confidential nature of the business to be transacted re Item 4 pertaining to the purchase of a stage, this item should 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 should not be open to members of the public.*

**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.