

Staff: The Clerk and the Deputy Clerk

AM23/001 ITEM 1 – ELECTION OF TOWN MAYOR 2023/2024

1.1 The Town Mayor (K Davies) asked for nominations for the election of Mayor for the ensuing year.

Councillor Shan Oakes proposed and Councillor Andy Bell seconded and it was

RESOLVED: Councillor Hannah Gostlow be elected Town Mayor for the ensuing year 2023/24.

AM23/002 ITEM 2 – APOLOGIES FOR INABILITY TO ATTEND THE MEETING

Apologies were received from Councillor D Goode.

AM23/003 **ITEM 3 – WELCOME BY THE RETIRING MAYOR – Councillor K Davies:**
REPORT ON THE MAYORAL YEAR 2022/23 and thanks by the retiring Mayor
including presentation of awards

Councillor Kathryn Davies, the outgoing Mayor, welcomed all present and took the opportunity to wish the incoming Mayor all the best in her new role, pledging her support going forward. She extended her heartfelt thanks to Councillor Mark Flood and his wife who had deputised on a regular basis throughout the past year. She thanked her Consort, Mr Rob Davies, and also the Clerk and Deputy Clerk for their help throughout the year.

She described the role of Mayor as a 'privilege and an honour' and gave a summary of her year in office which had commenced with a Queen's Jubilee and ended with a King's coronation. She and the Deputy Mayor had attended 59 events between them, chaired 11 full council meetings, the annual town meeting and one extra ordinary meeting. She spoke of her work in starting a new community liaison group, working with local police officers to address issues around anti-social behaviour and other minor crime in the town.

She spoke about 2022 seeing Knaresborough well and truly back on the post covid map, with the reinstatement of two particular events – The Bed Race and the Festival of Entertainment and Visual Arts (FEVA).

She paid tribute to the many community volunteers in Knaresborough and mentioned that she had managed to do some fundraising throughout the year for her chosen charity – Care in the Community as well as being able to make a small donation to Inspire Youth.

In conclusion the retiring Mayor described her year as enjoyable and informative and one that had put her in good stead to continue her work as an elected representative on Knaresborough Town Council.

She then went on to present the Community Cup and the Environmental Cup. The Community Cup was presented to Mr Richard Hall of Knaresborough Lions, and the Environmental Cup was presented to Knaresborough Wombles – received by one of their junior members who had single handedly collected over 100 bin bags of rubbish whilst raising money for his local charity.

Finally the retiring Mayor paid tribute to the town crier, Mr Roger Hewitt, who had decided after eight years of service to the town to retire from the role. She presented him with a commemorative tankard as a token of Knaresborough Town Council's appreciation of all his efforts during his time of office.

AM23/004 ITEM 4 – Invest the Incoming Mayor

The outgoing Mayor, Councillor Kathryn Davies, invested Councillor Hannah Gostlow with the Chain of Office.

The new Town Mayor, Councillor Hannah Gostlow, took the Chair henceforth.

AM23/005 ITEM 5 - Town Mayor's Declaration of Acceptance of Office and appointment of Deputy Town Mayor

5.1 Councillor Hannah Gostlow 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 her Consort is to be Mr James Monaghan and the retiring Mayor invested the new Consort with the Chain of Office.

5.4 The Town Mayor (Councillor Hannah Gostlow) proposed and Councillor Mark Flood seconded and it was

RESOLVED: That Councillor Margy Longhurst is Deputy Mayor for the year 2023/2024.

The retiring Deputy Mayor, Councillor Mark Flood, invested Councillor Margy Longhurst. Councillor Margy Longhurst announced the Deputy Mayoress would be Councillor Helen Westmancoat.

The retiring Deputy Mayoress (Mrs Kendal Flood) invested Councillor Helen Westmancoat with the Chain of Office.

AM23/006 ITEM 6 – To receive communications from the Town Mayor, including:

The Mayor's Chaplain for the Civic Year 2023/24 – Reverend Garry Hinchcliffe
Mayor's Charities for the Civic Year 2023/24 – Knaresborough Community Energy Limited and Inspire Youth
Date of Civic Service – to be advised

AM23/007 **ITEM 7 - General Council Business** – Appendix B – including appointments to Committees, Working Groups and External Organisations and Schedule of Meetings for 2023/24

RESOLVED: That the items referred to in Appendix B, attached to these minutes, and the action taken thereon be noted.

Appendix B

Item 7 - General Council Business

- a) The creation, abolition or alteration of committees and their Terms of Reference - *(see Item 7 on Order of Proceedings)*.
- b) Appointment of members of any committees - *(see Item 7 Order of Proceedings)*
- c) Appointment of members to serve on outside bodies - *(see Item 7 Order of Proceedings)*.
- d) The consideration of the Chairman's/Mayor's allowance (if any) - *(agreed by the Town Council at its meeting held 28 November 2022 - Minute 22/051 refers)*.
- e) The checking of the inventory and Asset Register of Council property together with appropriate insurance arrangements – *(checked at town council meeting Monday 15th May 2023)*.
- f) The receipt of reports from previous representatives on outside bodies - *(the Town Council receives and considers such reports at its meetings throughout the year)*.
- g) The fixing of dates of Council meetings *(see Schedule of Council meetings for 2023/24)."*
- h) Review and adopt Standing Orders and Financial Regs *(checked and adopted at town council meeting on Monday 15th May 2023)*
- i) To note all other Council Policies and Procedures reviewed on a rolling basis throughout the year.

KTC Meeting Dates June 2023 – May 2024

<u>Date</u>	<u>Meeting</u>	<u>Notes</u>
Thursday 25 May 2023	Annual Meeting of the Town Council	Known as ‘Mayor Making’
Monday 5 June	Planning	Suggested meeting time 12 noon for all planning
Monday 5 June	Finance	Suggested meeting time 7pm for all finance
Monday 19 June	Full Council	Suggested meeting time 7pm for all Full Council
Monday 3 July	Planning	
Monday 3 July	Community Services/ Environment	Suggested meeting time of 7pm for all Community/Environment
Tuesday 18 July	Projects & Events	Note: meetings on a <u>Tues</u> suggested time 7pm
Monday 7 August	Planning	
Monday 4 September	Planning	
Monday 4 September	Finance	
Monday 18 September	Full Council	
Monday 2 October	Planning	
Monday 2 October	Community Services/ Environment	
Monday 6 November	Planning	
Tuesday 7 November	Projects & Events	Note: Tuesday
T.B.C November	Councillors via Zoom	Cllr discussion for budget projects etc.- no decision making. Date must allow time for office to prepare info. for 20 th Nov meeting.
Monday 20 November	Finance	Budget preparation – all councillors invited to attend
Monday 4 December	Planning	
Monday 18 December	Full Council	Precept Setting
Monday 8 January	Planning	
Monday 5 February	Planning	
Monday 5 February	Staffing	To set clerk appraisal

Monday 4 March	Planning	
Monday 11 March	Annual Town Meeting	
Monday 18 March	Full Council	Prepare for Annual meeting of the Town Council
Monday 8 April	Planning	
Monday 8 April	Finance	
Monday 13 May	Planning	
Thursday 23 May	Annual Meeting of the Town Council	

Points to note:

- Timing of meetings to be agreed and will depend on membership of committee.
- Projects and Events – suggested this committee meets on a Tuesday.
- Cllr pre-budget discussion to be held in November but needs enough time to allow office to prepare any necessary paperwork for Finance Committee meeting on 20th November.
- The dates above are for Full Council and Main Committees only – sub-committees can set their own timetable depending on members and which Committee/Full Council dates they will be looking to report back to.

Standing Committees Membership:

	Planning	Projects and Events	Finance and General Purpose	Community Services and Environment	Staffing	Appeals (to be made up of any member not on the staffing cttee)
J Batt	X			X		
A Bell			X	X		
K Davies	X		X		X	
M Flood		X		X		
D Goode	X		X		X	
H Gostlow		X		X	X	
K Lacey		X		X		
M Longhurst	X		X		X	
S Oakes	X	X		X		
J Pickard		X			X	
M Walker		X	X			
H Westmancoat		X		X	X	
Substitutes:						
Chair:						

Committees/Sub-committees/Working Groups — Names and classification

Current 2022/23	New 2023/24	Type	Reports to:
Office Services Committee	Staffing	Committee	Full Council
Appeals Committee	Appeals	Committee	Full Council
Planning committee	Planning	Committee	Full Council
N/A	Finance and General Purposes	Committee	Full Council
	Projects and Events	Committee	Full Council
N/A	Community Services and Environment	Committee	Full Council
Castle Area Projects Working Group	Castle Area	Sub-committee	Community Services and Environment
Emergency Response Committee	Emergency Response	Sub-committee	Community Services and Environment
Climate Change Emergency Working Group	Climate Change Emergency	Sub-committee	Community Services and Environment
Allotments Liaison	Allotments	Sub-committee	Community Services and Environment
Conyngham Hall Working Group	Conyngham Hall	Sub- committee	Community Services and Environment
River Nidd Bathing Status Working Group	River Nidd Bathing Status	Working Group	Climate Change Emergency
Bright Friday Working Group	Bright Friday	Sub-committee	Projects and Events
Vinyl Windows Working Group	Vinyl Windows	Working Group	Projects and Events
Stage Working Group	Stage	Working Group	Projects and Events
Contracts Working Group	Contract Tender	Working Group	Finance and General Purposes
KTC/Unitary Authority Working Group	Devolution and Prosperity	Sub-committee	Finance and General Purposes
Neighbourhood Development Plan liaison	Neighbourhood Development	Sub-committee	Planning

Sub Committees:

Castle: Councillors Bell, Batt, Westmancoat, Walker and Longhurst

Emergency Response: Councillors Batt, Goode, Pickard and Davies

Climate Emergency: Councillors Gostlow, Oakes, Flood, Bell, Westmancoat and Lacey

Allotments: Councillors Gostlow and Oakes

Conyngham Hall: Councillors Gostlow, Pickard, Longhurst and Westmancoat

Devolution: Councillors Oakes, Goode, Batt and Westmancoat

Neighbourhood Development: Councillors Goode and Oakes

Bright Friday: Councillors Gostlow, Lacey, Pickard and Flood

Working Groups:

River Nidd Bathing Status: Councillors Gostlow, Flood, Davies, Westmancoat and Oakes

Vinyl Windows: Councillors Gostlow, Longhurst and Lacey

Contracts: Councillors Gostlow and Davies

Stage: Councillors Gostlow, Pickard and Flood

EXTERNAL ORGANISATIONS 2023-2024	
Town Twinning	The Mayor
Knaresborough Chamber of Trade	H Gostlow, S Oakes
Yorkshire Local Councils' Association YLCA	The Mayor
Harrogate & District Access Group (HADAG)	The Mayor is Patron
Knaresborough Community Centre Committee	H Gostlow
Friendship & Leisure Centre	The Mayor
Renaissance Knaresborough Exec Committee	S Oakes, M Flood
Spa Baths Charity	J Batt, D Goode
Knaresborough Relief in Need	H Westmancoat
Trustee of King James's Foundation	J Batt (meets once per year)
Trustee of Chapel of our Lady of the Crag	M Longhurst
Allerton Waste Recovery Park (Thalia)	M Flood, K Lacey
Knaresborough Civic Society	The Mayor
Knaresborough Business Collective	K Lacey, K Davies
NYC Highways (Strategic) Group	J Batt, H Westmancoat

KTC Annual Meeting
25 May 2023

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
001	Community Centre	Stockwell Avenue	770,000	1998	<i>Approx rebuild cost.</i> See letter from Harrogate Borough Council dated January 2004. Brimhams Active, as lease holders, are required to provide PLI cover and cover re building costs
002	Castle Lights	Knaresborough Castle	35,000	2018	<i>NYC Insured</i>
003	Allotment Land	Bilton Hall Drive	32,500	July 2010	Field made into allotments and allocated from February 2011
004	Mother Shipton Statue	Market Square	30,000	2016	
005	Christmas Lights	In situ or at Acorn Lighting Services (LITE LTD)	25,000	2011	Now own – paid over 5 years – £23,453 per year Stored at Acorn when not in situ <i>See below for detail</i>
006	Mayor's Chain	With the Mayor	7,000		Valued by Fattorini's in 2014
007	Mayoress Chain	With the Mayoress	5,200		Valued by Fattorini's in 2014
008	Allotment Land	Stockwell Road	4,500	1968	Knaresborough Allotment Self Help Scheme
009	Deputy Mayors Chain	With the Deputy Mayor	4,000		Valued by Fattorini's in 2014
010	Statue of St Robert	Abbey Road	4,000	2018	
011	Stage (sections slot together)	Knaresborough Lions store for KTC	3,000	December 2014	Stored at The Ranch, Forest Moor, Knaresborough by Knaresborough Lions
012	Deputy Mayoress Chain	With Dep Mayoress	2,200		Valued by Fattorini's in 2014
013	Mayor's Ribbon Badge	With Mayor	2,200		Valued by Fattorini's in 2014
014	Silver spade (1902)	Clerks office	2,000	Nov 1902	
015	Clerk's office equipment and furniture	Clerk's office	1,435	2014	Purchased from TLC
016	Oil painting of Lord Inman	Clerk's Office	600	1957	Oil painting by Norman Hepple (1908 – 1994) seated portrait signed and dated 1957 23.5" / 19.5" gilt frame
017	Lap Top	Clerk's Office	550	2018	
018	Replica Blind Jack's Cherry wood cane	Clerk's Office	500		John Metcalfe 73" high
019	Simpson bowling trophy 1927	Chamber	500	1927	2 Handled - Barker Bros Chester 1919 urn from with single girdle on wooden socle inscribed Presented by JW Simpson Esq Manor Cottage Knb height 27" 10.5oz

KTC Annual Meeting
25 May 2023

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
020	Silver spade (1887)	Clerk's Office	500	1887	Silver plate – black handle – (use as less precious)
021	Projector	Clerk's Office/Councillors	491	2016	Casio core XJ - V1 2700 ANSI Lumens XGA lamp free projector
022	Banners x 3 - NDP	In Clerk's Office	475	2014	
023	Three past Chairman badges (KnB UDC)	Chamber	450	1959	Fattorini Birmingham enamel & gilt silver in original Fattorini cases each 2.75 diameter
024	Projector Screen	In Assembly Hall	350	2014	Located in assembly hall
025	Challenge cup bowling x 2	Chamber	350	1869	Silver Chalice inscribed KnB Challenge Cup Bowls – Barnard & Sons Ltd London 1869 embossed doves, geometric border & entwined vine 10”high 14.5oz.
026	Glass Display Case	KH - 1 st Floor Landing	300		Size: Large
027	K'boro Savings Committee Street Groups League Cup	Chamber	250	1945	2 Handled trophy Thomas Bradury & Sons London 1901 Urn form & inscribed Presented by Col CH Tetley D.S.O, T.D & October 1945. 8.5” high 11oz.
028	Silver Rose Bowl - Knaresborough Challenge Cup	Chamber	240		Maker Walker & Hall Sheffield inscribed KnB Challenge Cup 8” high approx 10oz
029	Mug (rumoured to be Blind Jack's)	Chamber	230		Pearl wear blue & white mug, leaf design, 4.5” high. Valuation made in 2015 by Hartleys Auctioneers
030	Lawn Mower	Cllr Andrew Willoughby	208	2011	
031	Four Maundy coins 2010 (4,3,2 and 1)	Chamber	200		Coins dated 2010
032	Large Display Board (purchased for NDP)	In Clerk's Office	200	2014	
033	15 Hi Vis Jackets	In Chamber	180	2008	
034	Silver platter	Large cabinet on stairs	180		2 handled silver on copper salver - Ogdens of Harrogate &
035	Metal press	Clerk's Office cabinet	150		Cast iron lock seal stamp with floral decoration & turned wood handle 8.5” high
036	German Letter Box (Yellow) 25 Years of Town Twinning Partnerschaftsverein Bebra-Knaresborough	KH - Entrance Hall	100	June 1995	Plate at Top inscribed: 25 Years of Town Twinning presented by Partnerschaftsverein Bebra-Knaresborough C.V.June 1995. Plate at Front inscribed: 25 Years of Town Twinning - Presented by Bebra to Knaresborough - June 1995

KTC Annual Meeting
25 May 2023

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
037	Scale copy of Blind Jack's viameter 2000	KH - Ground Floor/1 st Floor Landing	100	2000	
038	Blind Jack's tea pot	Chamber	100		Date- is after Blind Jack's death! Porcelain white with flowers dated 1841 11" wide
039	Book - 'History of the Town'	Clerk's office cabinet	100		History of the Castle, Town & Forest of Knaresborough & its medicinal springs' 6 th Edition E Hargorve
040	Glass rose bowl	Chamber	50		England in Bloom 1986
041	40 year plaque BEBRA	Chamber	50		Partnership Present from Bebra
042	40 year BEBRA glass	Chamber	50		Present from Bebra
043	Community Cup - silver plated	Clerk's office or with award winner	1		Value in names inscribed on plate
044	Scotsman statue in spelter	Clerk's Office	50		
045	Environmental award	Clerk's office or with award winner	20		Value in the names/organisations inscribed
046	3 x large Honours Boards	Chamber	1		Value in inscriptions of former Chairmen/Mayors since 1894
047	2 x telephone boxes	Market Place	2	2019	Refurb cost £5400 completed 2020
048	4 past mayors badges	Clerk's office cabinet	1680	Summer 2019	
049	2 consort pins	Clerk's office cabinet	284	Jan 2018	
050	2 long service awards	Clerk's office cabinet	2		Purchase date/value unknown
051	Castle Banner	Lighting Contractors	400	Nov 2019	
052	Franking Machine	Clerk's Office	600	Dec 2019	
053	Office PC's x 3	Clerk's Office	2000	Oct 2019	
054	Defibrillator + Cabinet	Fixed to External Wall Kboro House	1379	Apr 2021	
055	Road Closure Signage	Friendship & Leisure Centre	2000	2021/2022	Communal Usage, kept in locked building.

Christmas Lights (Item 005):

2 x welcome to Knaresborough
1 x star of Bethlehem
1 x nativity scene (3 parts)

Total Value for Audit Purposes: £943,908

KTC Annual Meeting
25 May 2023

Chandeliers
Viaduct/castle ensemble
Various strings of lights (added 2019)

DISPOSED ASSETS

Item 005 - majority of lights disposed of in 2016

Note: Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will stay constant throughout their life until disposal.

(Governance and Accountability)

Updated May 2023

